

URBAN/MUNICIPAL

CA4 ON HBL W26

M36 1990

MINUTES OF THE PERSONNEL
AND ORGANIZATION COMMITTEE
OF THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1990

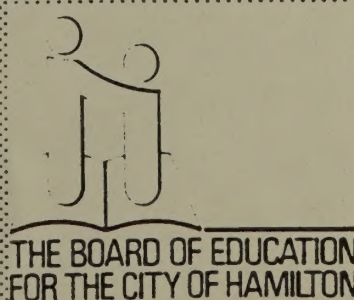
of the
JANUARY, 1990

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

JAN 25 1990

GOVERNMENT DOCUMENTS



I N D E X

PERSONNEL & ORGANIZATION COMMITTEE

1990 01 11

GENERAL

PAGE

BUSINESS ARISING OUT OF THE MINUTES:

1. Program and Personnel Priorities	1
- Curriculum Department	2
- Special and Educational Services	3
- Finance Department	4
- Human Resources Department	6
- Information Management Services	8
- Plant Department	9
- Superintendent of Schools	10
- Asbestos Response Team	10
2. Interim Report re Review of Travel Allowance Schedule and Method of Payment	11
3. Report from Officials re Teacher Hiring Practices	11
4. Trustee Remuneration	13

NEW BUSINESS:

1. Recommendations of the Director of Education	13
---	----

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Program and Personnel Priorities	
- Curriculum Department	13

NEW BUSINESS:

1. Recommendations of the Director of Education	15
---	----

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 01 11

Present: W. Hicks, Chairman; Trustees Bishop, Detwiler, Mulholland, H. Paquin, R. Stewart, Van Horne and Clarke.

Also Present: Trustees Allen, Cunningham, Desmarais, Johnston, Kennedy, Korz, Lowe, Patenaude Barker, Penner, Rogers and A. Stewart.

Officials

Present: K. Rielly, Director of Education and Secretary
 A. Stockwell, Associate Director of Education
 B. Sinclair, Superintendent of Human Resources
 R. Orlando, Superintendent of Plant
 P. Beveridge, Superintendent of Curriculum, Special and Educational Services
 P. Shewfelt, Superintendent of Finance and Treasurer
 R. Kawai, Superintendent of Information Management Services
 J. Forrester, Superintendent of Schools - Area 1
 N. Nicholls, Superintendent of School - Area 2
 R. Binns, Superintendent of Schools - Area 3
 P. Gillie, Superintendent of Schools - Area 4
 D. Rothwell, Superintendent of Schools - Area 5
 R. Lavoie, Superintendent of Schools - French as a First Language
 G. Rappolt, Assistant Superintendent of Curriculum
 R. Kennedy, Assistant Superintendent of Staffing
 J. Yurkiw, Assistant Superintendent of Special Services
 S. Rogers, Assistant to the Secretary

Mr. Hicks called the meeting to order and asked for confirmation of the minutes.

Moved by Miss Cunningham:

That the minutes of the last regular meeting of 1989 12 14 and special meeting of 1989 12 19 be approved.

CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

PROGRAM & PERSONNEL
PRIORITIES

Mr. Sinclair prefaced the report stating that officials are requesting only 12 positions this year as they are aware of the financial demands placed upon this Board by Pay Equity, the change in OHIP payment, and expenses related to asbestos. These 12 positions have been pared down from an original 40 requests. Officials have also taken into consideration the Board's approval in December, of an Asbestos Response Team representing 8 additional positions on a temporary basis at an annual cost of \$298,000 and the recommendation before the Development Committee for a pilot full day Senior Kindergarten program at a cost of \$65,340.

Mr. Sinclair clarified that the .5 Media Technician and .5 Secretary to the Superintendent of Human Resources are extensions of half-time positions to full-time, the SALEP position is recommended on a pilot basis, the Freedom of Information position is for a term of Feb. 1990 to June 30,

1991 and the Administrative Assistant would cover Scott Park and Sir Winston Churchill Secondary Schools.

Mr. Rielly expressed the desire that these positions be submitted for inclusion in the Budget, and therefore would not go to Board for approval next week, to enable all of the costs for these positions to be listed in the Budget. During the Budget process, these positions will be considered with other items in the overall global budget if cuts are to be made.

Mr. Hicks asked trustees to focus on the rationale for the positions in the package, and ask questions for clarification to avoid further justification during the budget process.

Curriculum Department

Moved by Mr. Mulholland:

That the following requests relating to Program and Personnel Priorities be approved:

- * Curriculum Department
 - Media Technician (.5)
 - Robert Land Project
 - 2 Half-time Teachers
 - 2 Educational Assistants

Mr. Mulholland stated that he was willing to approve each Department's requests immediately in light of the officials' prior review of all the personnel requests.

Miss Cunningham referred to the Robert Land discussion held at the January Development meeting and expressed reservations about the practicality of this program in view of the high transient student population.

Mrs. Van Horne supported the motion but questioned the inclusion of Robert Land under "General".

Mr. Rielly agreed that the item should be under "Elementary/Secondary. Mr. Mulholland changed his motion to read:

That the following request relating to Program and Personnel Priorities be approved:

- * Curriculum Department
 - Media Technician (.5)

Moved in amendment by Canon Rogers:

That the following request relating to Program and Personnel Priorities be referred to Budget Review:

- * Curriculum Department
 - Media Technician (.5)

Canon Rogers cautioned that the motion as moved by Mr. Mulholland sought approval for this position tonight and would then go to Board next week, rather than to Budget Review to be dealt with in accordance with everything else.

Mr. Hicks pointed out that the officials' intention was that these packages be placed in the Budget, not sent to Budget Review. Mr. Mulholland's motion would proceed to Board for

approval if passed tonight.

Canon Rogers maintained that the Board may not be able to afford all of these requests and they should be considered against other expenses facing the Board at Budget Review.

Mr. Kennedy urged trustees to eliminate some of these positions rather than referring all items to Budget Review.

Mrs. Bishop commended the Curriculum Department on their creative use of staff.

Mr. Korz would not support the motion and suggested that trustees prioritize the requests in light of tight finances.

At Miss Detwiler's request, Ms. Rappolt outlined the media technician's job pointing out that the Curriculum Department has a great deal of equipment but this position is designed to work primarily with teachers and children in the school.

Miss Cunningham drew attention to the stipulation on Page 2 regarding rate adjustments as a result of Pay Equity and felt any decision should include the actual annual rate. She supported Canon Rogers' motion to refer to Budget Review; further she suggested that clerical resources be pooled rather than having individual secretaries for staff.

Mr. Hicks clarified for the members that if trustees turn down the position, the position would not show up at Budget Review. If the amendment passes, then the position goes directly to Budget Review, and would not be dealt with at Board.

The motion as amended was put to a vote and was CARRIED.

Special and Educational Services

Moved by Mr. Mulholland:

That the following request relating to Program & Personnel Priorities be approved:

- * Special and Educational Services
- Educational Assistant (SALEP)

Miss Detwiler urged trustees to support this motion in consideration of the heavy workload involved and the large number of students coming before the committee.

Mr. Kennedy sought clarification asking if approval of the motion automatically sends the request to Budget Review, and Mr. Hicks pointed out that an amendment would be required. Mr. Kennedy then supported the motion without hesitation.

Moved in amendment by Mr. Stewart:

That the following request relating to Program and Personnel Priorities be referred to Budget Review:

- * Special and Educational Services
- Educational Assistant (SALEP)

Mrs. Van Horne referred to the six month review for this position in June, 1990, however, Mr. Yurkiw explained that if approval was received later during Budget Review, the six month

review would commence from the time of the appointment.

Mr. Yurkiw further agreed with Mrs. Van Horne that there was an immediate need for this position to be filled.

Mrs. Bishop reminded members that when this position was initially brought to the Board it was well received. She supported the motion, but not the amendment.

Canon Rogers agreed this was an important item and he would support it at Budget Review. He cautioned against approving some items tonight and referring others to the Budget Review process later. Dr. Johnston agreed that trustees should be allowed to discuss all items at Budget.

Mr. Mulholland informed trustees that anything defeated tonight can be brought forward at Budget Review for discussion with a two-thirds majority vote to re-open. He suggested that these positions would, in fact, result in only a \$4 - \$5 increase per taxpayer. As this was a bare bones request, he would vote against the amendment.

Miss Detwiler averred she was cost conscious, but the fact that the appointment has been requested immediately indicates a great need. Without further assistance, these students may become drop-outs.

Mr. Stewart maintained that the only fair way to deal with these requests was in Budget Review against all other increases to be considered.

Mr. Shewfelt explained that throughout the year, any motion that is approved with a cost attached is automatically put into the Budget and disclosed in the Budget Book. A referral motion to Budget Review is not an approval in the Budget, but means each motion is brought back for further debate by trustees.

Mrs. Lowe and Mrs. Van Horne declined to vote in favour of the amendment. Mrs. Van Horne felt that as budget time approaches, motions are referred to Budget Review unnecessarily, since any approved motion appears in the Budget book. Referral motions simply appear on separate pages. She agreed with the Director's earlier comments that if cuts are to be made during Budget, that officials should have the leeway to make those cuts as thought best for the system.

The amendment was put to a vote and was LOST.

The motion was put to a vote and was CARRIED.

Finance Department

Moved by Mr. Mulholland:

That the following requests relating to Program & Personnel Priorities be approved:

- * Finance Department
 - Payroll Clerk,
 - Warehouse Supervisor

Mrs. Bishop commented on the apparent antiquated method of manually processing time sheets rather than by computer and

questioned if this was the best use of the new full time position.

Mr. Shewfelt commented that this is currently under review; however, with the large number of part time employees manual processing of time sheets is inevitable.

Moved in amendment by Mr. Stewart:

That the following requests relating to Program and Personnel Priorities be referred to Budget Review:

* Finance Department
Payroll Clerk,
Warehouse Supervisor

Miss Cunningham was startled by the large increase in the number of T-4 slips for 1988-89, up by 1,020.

Mr. Shewfelt clarified that though the Board has 4,000 permanent employees, all part time employees (approximately 8,700) require proper records in Payroll similar to permanent staff. Mr. Shewfelt further advised that his staff has not, in essence, increased since 1983.

Mr. Sinclair explained that all regular employees are on a computerized payroll, however casual staff is not, though their data base is on computer. He stated the problem is handling and processing of time sheets.

Miss Cunningham suggested that school secretaries should now be able to input this type of information on the school computer and avoid manual processing of time claims and duplication of records. She would like to know if this could be done.

Mr. Shewfelt stated that senior management is considering a presentation for improved procedures in the financial area which would address concerns raised by Miss Cunningham. He stressed that everything is done on computers, but it involves a great deal of 'front end loading' of the computer and concluded that the Finance Department cannot function with its current staff and meet deadlines and responsibilities.

Canon Rogers cautioned that 80% of the Board's budget was payroll expenditures, and the motion should be referred to Budget Review.

The amendment was put to a vote and was LOST.
The motion was then put to a vote and was CARRIED.

As a point of information, Mr. Stewart asked if this item would appear at Budget Review. Mr. Hicks explained this item was passed and would go to Board for approval next week and then would be included in the Budget book figures.

Mr. Shewfelt offered to clarify any misunderstanding and advised that since the motion passed and would go to Board, he would expect to advertise for the position following Board approval.

Mr. Korz queried if the positions approved tonight and at Board would be within the scope of the administration to remove during budget cuts. Mr. Hicks responded no, that if it receives Board approval a two-thirds majority vote is required to re-open or reverse the issue. It would be up to trustees to initiate the change.

Human Resources Department

Moved by Mr. Mulholland:

That the following requests relating to Program and Personnel Priorities be approved:

- * Human Resources Department
 - Benefits & Sick Leave Clerk (.6),
 - Secretary to Superintendent Human Resources (.5)

Moved in amendment by Mr. Stewart:

That the following requests relating to Program and Personnel Priorities be referred to Budget Review:

- * Human Resources Department
 - Benefits & Sick Leave Clerk (.6),
 - Secretary to Superintendent Human Resources (.5)

Canon Rogers supported the motion to refer and added that this was the Director's wish.

Mr. Rielly offered to elucidate: Officials had reviewed all personnel requests and submitted 12 positions for consideration by trustees then have them placed in the budget. The difference between including them in the budget and referring them to Budget Review is that putting them in the budget allows them to be considered globally with everything else in the budget, whereas if they are referred to Budget Review it requires a separate report and repetition of the same process. It was expected that once the rationale for these positions was understood tonight, they would be placed in the Budget. During the budget process, officials would make cuts as requested by trustees then report back to them with the reductions for consideration.

Canon Rogers considered this much the same route. He warned trustees that the positions approved tonight will be filled and difficult to alter during the budget process.

Mr. Hicks emphasized that the procedure had been explained earlier and though he could not recall handling an item in this manner, the Director is requesting that it not go to Board, but automatically be placed in the Budget.

Mrs. Lowe supported Canon Rogers' theory and the amendment, however she understood the officials' viewpoint. She suggested investigating a secretarial pool at the Board.

Mr. Mulholland inquired if the Director would also be satisfied if the motions were approved tonight, and the Director responded in the affirmative.

Mr. Allen agreed with Canon Rogers' suggestion of referral for the remainder of the items; however he asked if there was an opportunity to review certain programs with a view to cancelling if it was deemed necessary as suggested at the Development Committee meeting.

Mr. Hicks responded that officials were moving in the direction of a collective presentation to the trustees i.e., staffing and accommodation reports.

Mr. Allen asked Canon Rogers for his understanding of existing programs and whether they would be reviewed. Canon Rogers felt this point had not been reached, however he believed the officials should re-examine priorities during the budget process and suggest certain programs that could be reduced or closed to prevent continual expansion.

Mr. Rielly noted that only one new program is included in the personnel and program package. The only two positions requested immediately were that of the Educational Assistant for SALEP and the Project Manager for the Plant Department as it is linked with asbestos removal and upcoming renovations.

Miss Cunningham referred to previous comments regarding the process and agreed that the chance to review the positions approved tonight was gone. She felt tonight should have been spent examining and understanding the positions and that approval was premature. Miss Cunningham approved of Mr. Allen's suggestion that this Board review programs and staffing to utilize them differently or reduce the number. She noted that the Board is only bringing 12 positions for approval - but they are twelve added positions, not reductions.

Mr. Desmarais asked for clarification of the Director's statement of "putting in the budget only if approved".

Mr. Rielly elucidated that many items are placed in the Budget without any approval by the Board including programs and personnel. Nothing is approved however, until the budget goes through the Board.

Mr. Desmarais suggested that the only way it could happen is for the motion to read: "to be included in budget". He found it no more difficult to approve or disallow requests tonight than in September or June. However, he suggested that before Budget Review, investigation be made of what we can afford and the cost to the taxpayer, which would include comparison costs of educational taxes in similar cities.

At this point Mr. Hicks asked members to refrain from further discussion regarding the budget process.

Mrs. Bishop understood the new process is to bypass Budget Review and administration will review all items in Budget from a global perspective and that, in fact, this process was not being followed as requested by the Director.

Mr. Mulholland expressed his appreciation of the Budget Book, which he considered an outstanding document. The amendment was put to a vote and was CARRIED.

Information Management
Services

Moved by Dr. Johnston:

That the following requests relating to Program and Personnel Priorities be referred to Budget Review:

- * Information Management Services Department
- Freedom of Information Co-ordinator (Term Assignment)
- Duplicator Operator - Printing Department
- Printing Department Head

Dr. Johnston stressed that the request be considered at Budget Review to allow trustees the opportunity for future discussion. He then questioned the need for the Freedom of Information Co-ordinator and suggested the money would be better spent on a Consultant in this field of expertise. In reference to the Printing Department, he had heard this Board uses more paper per capita than any other school Board and questioned the need to add more staff even though printing had increased 39%. He felt that through paper conservation and a better management system, staff increases would not be necessary.

Mr. Mulholland advised it would be his intention to bring forward a motion for approval if the referral motion was defeated.

At Mrs. Bishop's request, Mr. Kawai explained the job of the Freedom of Information Co-ordinator would be to develop procedures to respond to requests for information from the public. However, Mrs. Bishop had some difficulty in understanding why such a costly position was required as she considered the Board accountable to the public. She suggested that the process be refined in which all departments would become more aware of changes under the new legislation.

Mr. Kawai then confirmed for Mrs. Bishop that two of the positions involved a change from casual to permanent status.

In response to Mrs. Bishop's query about cost effectiveness, Mr. Kawai explained that costs would be kept in line rather than reduced through a system-wide use of the printing department facilities.

In response to questions regarding printing capacity, Mr. Kawai clarified that the average daily capacity is 20,000 copies though the ideal capacity is 30,000 copies per day (i.e. 30,000 copies of one paper). The equipment is considered to be working at close to its limit given the number of printing jobs, double sided pages, stapling, etc. He added that a great deal of printing results from duplication of material for the Curriculum Department as teachers use the Printing Shop to reproduce documents at a lower cost for use in the classroom.

At Mr. Desmarais' request for clarification on the difference in volume figures, Mr. Kawai explained that total volume also included the output of two offset machines.

Mr. Kennedy noted that the advent of individual school photocopiers has led to a wasteful increase in the size of newsletters and asked if Mr. Kawai had an idea about the volume of printing done on photocopiers. Mr. Kawai, however, did not

have that information.

The motion to refer was put to a vote and was CARRIED.

Plant Department

Moved by Mr. Mulholland:

That the following request relating to Program & Personnel Priorities be approved:

* Plant Department
Project Manager

Moved in amendment by Mr. Stewart:

That the following request relating to Program & Personnel Priorities be referred to Budget Review:

* Plant Department
Project Manager

Mrs. Clarke supported the motion for approval as she considered the need for this position to be strong because of the projects being managed by the Plant Department this year.

Mr. Stewart explained his rationale for referring this item to Budget Review. This position had been requested last year and was passed over and the job description does not appear any different. Though Mr. Rielly agreed it was essentially the same position, the workload has increased and some of the Plant Department Staff have been moved to assist the asbestos team.

Mr. Mulholland recalled that last year he had convinced trustees this position was not necessary but he considers it appropriate now due to the increased workload with all the construction going on and that is why he moved the recommendation.

Mr. Hicks affirmed for Mr. Allen that passing the amendment would have a negative impact on the asbestos projects.

Mr. Desmarais spoke against the amendment.

In response to Mr. Stewart, Mr. Orlando replied that he anticipates advertising this position as soon as possible to continue with preliminary design work in order to tender. He would like to have the position filled within a couple of months.

Miss Detwiler supported the motion.

The motion to refer was put to a vote and was LOST.

Mr. Stewart referred to the requirements of the position and Mr. Orlando confirmed that he would anticipate this person would have architectural capabilities and would be able to handle some of the major renovation work instead of hiring outside architects for all renovations.

The motion was then put to a vote and was CARRIED.

Superintendent of Schools

Moved by Mr. Mulholland:

That the following request relating to Program and Personnel Priorities be approved:

- * Superintendent of Schools
Administrative Assistant

Moved by Mr. Stewart:

That the following request relating to Program and Personnel Priorities be referred to Budget Review:

- * Superintendent of Schools
Administrative Assistant

Mr. Binns confirmed for Miss Detwiler that this is a composite school position covering Scott Park and Sir Winston Churchill Secondary Schools. This position had been discussed at length last year and was considered necessary for every secondary school.

Mrs. Van Horne noted these were the last two schools to be twinned and she supported the position in view of the variety of programs offered at the schools.

Ms. Patenaude Barker pointed out that G. P. Vanier does not have an Administrative Assistant.

The motion to refer was put to a vote and was CARRIED.

Asbestos Response Team

Mr. Hicks advised trustees that Pages 30 to 35 were included for their information.

Moved by Mr. Stewart:

That the Asbestos Project Manager be removed.

He explained that he felt the two positions are the same.

Mr. Hicks informed Mr. Stewart that this motion could not be accepted by the chair and he should consider making it at Board.

Mr. Rielly clarified that the Asbestos Project Manager and the Plant Department Project Manager are two different positions.

Mr. Orlando added that the Plant Department Project Manager may be called upon to assist in renovations due to asbestos removal, but he does not have responsibility for asbestos projects nor would he be part of the asbestos team.

Mr. Hicks then commented on the process as an individual trustee. He firmly believes that this Board should enter into a position of a total freeze on staffing due to such additional costs as outlined on Page 2 until we have a handle on the budget. He will be voting accordingly throughout the Budget Review.

Interim Report re Review of
Travel Allowance Schedule
and Method of Payment

Mr. Sinclair reviewed the interim report and stated that a final report will be presented prior to any changes in September, possibly in June.

It was agreed:

That the Interim Report on the Review of the Travel Allowance Schedule and Method of Payment be received for information.

Report from Officials re
Teacher Hiring Practices

Mr. Sinclair recalled that officials had indicated their wish to review the recruitment strategies, objectives, selection procedures, etc. Ms. M. Kula, Vice-Principal of Viscount Montgomery School was assigned on a Special Project to prepare this report which is now being considered by Senior Management.

Ms. Kula began her presentation by emphasizing that this report is not a reflection on current hiring practices. She reviewed the recommendations in the report (some of which have been put into effect already) and noted the omission of Recommendation #7 from the report which should read:

#7 - That not only should we look for eligible qualified teachers outside of Hamilton but visit Faculties of Education prior to December and invite them back to the Board to meet Trustees, Officials and Representatives from the Hamilton community to sell, or market the Hamilton Board.

Trustees Korz, Van Horne, and Johnston expressed their pleasure with the report and recommendations.

Mr. Korz referred to Recommendation #2 and suggested that trustees also receive in-service on the hiring process. In reference to Recommendation #11, Ms. Kula responded that all Colleges of Education would be considered, not just Brock. Further, Mr. Korz suggested changing 'pro-active' to 'active'.

Dr. Johnston inquired about the procedure for implementation of these recommendations. Mr. Stockwell stated Senior Management has not had an opportunity to consider this report adequately but wanted to make it available to Board members. Officials will attempt to put together a cohesive hiring process that will incorporate as many of these suggestions as possible.

Mrs. Patenaude Barker asked about the apprenticeship program and the criteria for choosing students. Ms. Kula responded this would be negotiated with the College.

Ms. Patenaude Barker noted that Colleges have different requirements. Mr. Stockwell agreed and said that this Board cannot change the admission requirements to Faculties of Education. It would be misleading to take a student into the apprenticeship program on the belief any Faculty would then admit him\her. It may be that additional teaching experience is all that is necessary for the student to be accepted into the College.

Ms. Patenaude Barker then referred to Recommendation #3 as she was under the impression that Superintendents took part in the hiring procedure.

Mr. R. Kennedy responded that under decentralization, interviewing by Principals has increased. This past year, everyone hired has had a principal on the team and this practice will continue. Mr. Kennedy anticipates every single hiring team will be chaired by a principal. Half to two-thirds of Principals and Vice-Principals have been trained through an excellent program by the Human Resources Department.

In response to another question, Mr. R. Kennedy stated that interview feedback is provided on request, though this becomes extremely difficult when mass interviews are conducted.

Ms. Patenaude Barker then expressed concern about hiring in mid-November when students may only have one week's teaching practice. Ms. Kula responded that behavioural descriptive questions are to be used in selection procedures. This type of question helps to determine, in a more objective way, the candidate's strengths.

Mrs. Bishop was pleased with the report and understood that decision making is being made at the school level. Mrs. Bishop asked about a time frame for senior management.

Mr. Stockwell responded that it should be very early in the new year when Senior Management considers these recommendations. He cautioned, however, that it may not be possible to have all the recommendations of the new hiring process in place, for this year. When a revised policy is in place the Board would be apprised of the information.

In answer to further questions, Mr. Stockwell stated that the responsibility for hiring practices is that of Human Resources, however, Mr. Sinclair and the Superintendents of Schools would be responsible for implementing the new process. Principals would continue to be involved in the hiring process, having received interviewing in-service as stated earlier.

Ms. Kula added that the in-service has been carried out by Ed Weins, Jim McCaughey, Mr. R. Kennedy and herself.

Mr. Stockwell clarified that though Human Resources and Superintendents of Schools will develop the implementation of the new process, principals will continue to be included in hiring decisions.

Mrs. Bishop fully supported the document and looked forward to a revised policy with clear indications on how it will be implemented.

Miss Detwiler questioned how interviewers would be able to have an indication of an applicant's ability to manage a class. Ms. Kula responded that the behavioural descriptive model questions will help pinpoint skills necessary such as class discipline.

Mr. Hicks thanked Ms. Kula for her presentation.

It was agreed:

That the report re Teacher Hiring Practices be received for information.

Trustee Remuneration

Moved by Mrs. Van Horne:

That the Chairman of the Personnel & Organization Committee establish a small working group consisting of three Trustees and the appropriate staff person/persons to review and make recommendations on Trustee Remuneration, including but not limited to:

- Trustee Honorarium
- Trustee Travel Allowance
- Trustee Personnel Training
- Trustee Group Benefit Plan
- Trustee Services.

CARRIED.

NEW BUSINESS:Recommendations of the
Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved.

CARRIED.

ELEMENTARY/SECONDARYBUSINESS ARISING OUT OF THE MINUTES:PROGRAM & PERSONNEL
PRIORITIES

Moved by Mrs. Bishop:

Curriculum Department

That the following request relating to Program and Personnel Priorities be approved:

- * Curriculum Department (Robert Land Project)
 - 2 Half-time Teachers
 - 2 Educational Assistants

Mrs. Lowe asked for information about the decision at the Development Committee meeting to support the Robert Land Project. Mr. Rielly added that Mr. Shewfelt advised the Operations Management Committee at the January meeting that though the Minister of Education is moving to affect arrangements for full day kindergarten, no reference was made regarding grant availability.

Mrs. Lowe stated she wanted to go on record as being opposed from a financial point of view.

Mr. Rielly explained that there are 17 compensatory schools system-wide, but it was not the intent of the officials that this pilot project be expanded to all schools. He referred to the four year review that has been proposed.

Ms. Rappolt added that no recommendation for expansion would be made for at least two years, and would be dependent upon Ministry direction.

Mrs. Lowe contended that this pilot would be the "tip of the iceberg" and that Boards of Education could no longer afford the cost of curing all societal ills.

In response to Mrs. Bishop's question, Mrs. Nicholls explained that this particular school has great potential for the pilot

as the principal is very knowledgeable and interested in full day kindergarten, a consultant who is involved with the project is writing her thesis on this subject, and the school has the facilities for the program. The pilot is an attempt to explore the situation before the Ministry mandates its implementation. She did not feel that the high turnover rate in compensatory schools negates the need for the pilot, further, transportation would not be considered for these students.

Mrs. Bishop asked about time lines for implementation and Mrs. Nicholls stated that it would be appreciated to have the approval now to begin work for this September.

Moved in amendment by Canon Rogers:

That the following request relating to Program and Personnel Priorities be referred to Budget Review:

- * Curriculum Department (Robert Land Project)
 - 2 Half-time Teachers
 - 2 Educational Assistants

Canon Rogers stated if the Project has to be implemented prior to Budget Review, it should have been brought to Board earlier. However he felt it should be reviewed against all other programs in the budget, at which time he would support the project.

Both Miss Detwiler and Mr. Mulholland cautioned trustees about the difficulty of providing such a program in one school only and the cost of expansion. Mr. Mulholland reminded trustees of the Junior Kindergarten program which started at a cost of less than \$300,000 and now costs this Board \$3 million. Not only financial but accommodation implications must be considered.

Mr. Mulholland further expressed concern that with five year old children in full day kindergarten, JK will drop to include two and a half year olds. He requested information be made available at Budget Review on the projected cost of expansion, i.e. accommodation, transportation, etc.

Mrs. Van Horne supported the pilot so the Board would be prepared for implementation of such a program if mandated by the Ministry. She asked Ms. Rappolt about the affect on the program if it was sent to Budget Review for approval.

Ms. Rappolt noted that several issues would be affected: a) tracking of students b) community involvement. She would have concern about entering the school for testing or tracking and raising the hopes of the parents. Further, it is difficult to prepare for something that is not concrete.

Miss Cunningham appreciated Mr. Mulholland's comments, but noted that the Robert Land Project is not just full day kindergarten but a combination of Senior Kindergarten and Grade 1. She anticipated that once students were taught subjects at a lower grades, that would have to continue and expressed her doubts about the program and its implementation.

Miss Cunningham then asked that if we incorporate SK and Grade 1, what would Ms. Rappolt envisage a full day kindergarten program to be?

Ms. Rappolt responded that she did not feel confident to answer the question in detail. She referred to Ms. D. Rawsthorn's presentation on Literacy and how that program includes JK to Grade 3, making it continuous. She felt that kindergarten programming and its relationship to Grade 1 is another critical issue to be reviewed.

Mr. Allen declared there was an emotional, educational and social need for this program especially in a compensatory school. He asked trustees to support the program so that it could be honestly evaluated.

Mr. Stewart added his support to Mr. Allen, noting the program would build a better foundation for these children.

Mr. Mulholland reiterated that if the program were valid, referring it to Budget Review would allow time to accumulate cost expansion information.

Mr. P. Kennedy said he would support a vote to eliminate the project rather than to refer it to Budget Review.

Miss Detwiler was concerned about tracking and asked if it were possible, without a great deal of work, to have a record available at Budget Review of children who do not stay in Senior Kindergarten the whole year. She wondered if a valid evaluation could be completed if only a few students remain throughout the year.

Mr. Kawai stated that, not only the last year, but the previous two or three years' statistics would be considered to provide a more historical record.

Mr. Hicks agreed to have this information made available.

The motion to refer was then put to a vote and was LOST.

The motion to approve was then put to a vote and was LOST.

NEW BUSINESS:

Recommendations of the Director of Education

Mr. Hicks directed trustees to recommendation (i) and advised that the date should read 1990 02 01..

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved.

CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

The second part of the report is a detailed description of the methodology used in the study. It includes information about the sample, the data collection methods, and the statistical analysis.

The third part of the report is a presentation of the results of the study. It includes a summary of the findings and a discussion of their implications.

The fourth part of the report is a conclusion and a list of references. The conclusion summarizes the main findings of the study and provides recommendations for future research.

The fifth part of the report is an appendix containing additional information related to the study, such as raw data, questionnaires, and interview transcripts.

The sixth part of the report is a bibliography listing the sources of information used in the study.

The seventh part of the report is a list of figures and tables, which are used to present the results of the study in a clear and concise manner.

The eighth part of the report is a list of abbreviations and a glossary of terms used in the study.

The ninth part of the report is a list of acknowledgments, thanking those who have helped in the completion of the study.

The tenth part of the report is a list of appendices, which are additional materials that support the main text of the report.

The eleventh part of the report is a list of references, which are the sources of information used in the study.

The twelfth part of the report is a list of figures and tables, which are used to present the results of the study in a clear and concise manner.

The thirteenth part of the report is a list of abbreviations and a glossary of terms used in the study.

The fourteenth part of the report is a list of acknowledgments, thanking those who have helped in the completion of the study.

The fifteenth part of the report is a list of appendices, which are additional materials that support the main text of the report.

The sixteenth part of the report is a list of references, which are the sources of information used in the study.

The seventeenth part of the report is a list of figures and tables, which are used to present the results of the study in a clear and concise manner.

The eighteenth part of the report is a list of abbreviations and a glossary of terms used in the study.

The nineteenth part of the report is a list of acknowledgments, thanking those who have helped in the completion of the study.

The twentieth part of the report is a list of appendices, which are additional materials that support the main text of the report.

MINUTES OF THE SPECIAL MEETING OF THE
PERSONNEL AND ORGANIZATION COMMITTEE

1990 01 25

Present: R. Mulholland (Chairman Pro Tem); Trustees Bishop, Detwiler, Hicks, Paquin, R. Stewart and Clarke.

Also

Present: Trustees Baskin, Cunningham, Deans, Desmarais, Johnston, Kennedy, Patenaude Barker, Penner, Rogers and A. Stewart.

Officials K. A. Rielly (Director of Education and Secretary)

Present: P. Shewfelt (Superintendent of Finance and Treasurer)
N. Nicholls (Superintendent of Schools, Area Two)
R. Binns (Superintendent of Schools, Area Three)
P. Gillie (Superintendent of Schools, Area Four)
D. Rothwell (Superintendent of Schools, Area Five)
R. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
B. Sinclair (Superintendent of Human Resources)
R. Kennedy (Assistant Superintendent of Staffing)
J. Yurkiw (Assistant Superintendent, Special Services)
G. Rappolt (Assistant Superintendent, Curriculum)
S. Rogers (Assistant to the Secretary)

Mr. Rielly called for nominations for Chairman Pro Tem as Mr. Hicks was unavoidably detained.

Moved by Miss Detwiler:

That Mr. Mulholland be appointed Chairman Pro Tem. Carried.

GENERAL

The Committee met in-camera and the following two motions were approved:

Moved by Mr. Kennedy: That the Report of the Salary Committee relative to the CUPE Pay Equity Plan be approved as presented to the members. Carried.

Moved by Dr. Johnston: That the Pay Equity Plan for non-union administrative employees be approved as presented, effective 1990 01 01. Carried.

The following was conducted at the public portion of the meeting:

ELEMENTARY/SECONDARY

Mr. Mulholland asked the Committee to consider the recommendations of the Director of Education.

Moved by Canon Rogers: That the Recommendations of the Director be approved as presented. Carried.

The meeting then adjourned.

READ AND CONFIRMED,

.....
Chairman

MINUTES OF THE MEETING OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
Held on 22

Present: Mr. J. H. ...
Absent: Mr. ...

1. Report of the ...
2. Report of the ...

3. Report of the ...
4. Report of the ...
5. Report of the ...
6. Report of the ...
7. Report of the ...
8. Report of the ...
9. Report of the ...
10. Report of the ...
11. Report of the ...
12. Report of the ...
13. Report of the ...
14. Report of the ...
15. Report of the ...
16. Report of the ...
17. Report of the ...
18. Report of the ...
19. Report of the ...
20. Report of the ...

19. This report was ...
20. This report was ...

Moved by Mr. ...
That Mr. ...

Seconded by Mr. ...
The Committee ...

Moved by Mr. ...
That the ...

Moved by Mr. ...
That the ...

The following was ...
The following was ...

Moved by Mr. ...
That the ...

Moved by Mr. ...
That the ...

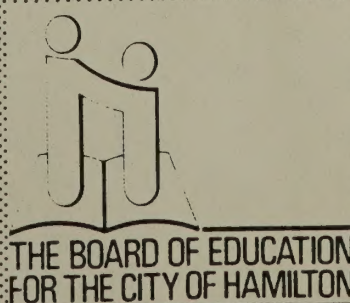
The meeting then ...
The meeting then ...

READ AND CORRECTED
The meeting then ...

URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1990

FEBRUARY, 1990

PERSONNEL AND ORGANIZATION COMMITTEE



PERSONNEL
AND
ORGANIZATION
COMMITTEE

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 02 08

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Report of the Work Team re Selection of Supervisory Officers . 1

NEW BUSINESS:

1. Recommendations of the Director of Education 6
2. Personnel Training Report as of December 31, 1989 6
3. Report of the Salary Committee 8

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 8

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 02 08

Present: Mr. W. Hicks (Chairman); Trustees Bishop, Detwiler, Mulholland, Paquin, R. Stewart, and Clarke.

Also

Present: Trustees Allen, Baskin, Cunningham, Deans, Desmarais, Johnston, Kennedy, Korz, Penner and Rogers.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
R. Kawai (Superintendent of Information Management Services)
R. Binns (Superintendent of Schools - Area Three)
D. Rothwell (Superintendent of Schools - Area Five)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)
J. Yurkiw (Assistant Superintendent of Special Services)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes of the last regular meeting of 1990 01 11 and special meeting of 1990 01 25.

Moved by Miss Detwiler:

That the minutes of the last regular meeting of 1990 01 11 and special meeting of 1990 01 25 be approved as presented. CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report of the Work Team
re Selection of Supervisory
Officers

Mr. Hicks drew the members' attention to the Revised Page 3 of the report and requested Mrs. Clarke to present the report.

Mrs. Clarke highlighted the report, explaining that the Chairman of the Personnel & Organization Committee formed a work team consisting of three trustees and three officials to carry out the directions of the Committee, i.e. to review and evaluate the current procedures for the selection of Supervisory Officers.

It was also stressed by Mrs. Clarke that the importance of sound procedures has been recognized. She said in light of the present situation of supervisory officers leaving due to retirements, many positions will have to be filled as soon as possible.

Mrs. Clarke stated it was the aim of the working team to ensure that the selection process is fair and is seen to be fair by everyone in the system and

emphasized the need for broad participation in the process as well as the elimination of the perception of personal influence in the selection process for all candidates.

Mrs. Bishop added that the working group examined a survey conducted by the Ontario Institute for Studies in Education (O.I.S.E) on the appointment of supervisory officers in Ontario and obtained some ideas and input which assisted the group in writing this report.

Mrs. Bishop explained that the criteria for selection will have to be determined according to the position to be filled to ensure the Board hires the best candidate.

In the selection of candidates, Mrs. Bishop emphasized that the hiring committee will not only be looking at the specific requirements of the position but will also be getting feedback from various sources as to the candidates' experience and background.

In the initial interview of candidates, Mrs. Bishop said the training or in-service workshops provided to the Interview Committee will play a key role in the selection process.

Attention was drawn to Page 3 of the report and Mrs. Bishop stated that the Chairman of the Interview Committee and the Director of Education have vital roles in the final interview process.

Mrs. Bishop, in endorsing the approval of the report, also pointed out two important features of the revised procedures, i.e. the aim of selecting the best candidates that the selection committee can find for a position to be filled and the regular review which will be done to evaluate the selection process.

Mrs. Deans questioned the need for the Board to advertise locally and provincially for positions for Supervisory Officer and Controller. Citing the presence of good staff within the Board, she stated the hiring committee should be "looking at what we have from our own Board first".

Mrs. Clarke responded that there was quite a discussion on this issue by the working group. While the group acknowledged the good people from within the Board, at the same time, it was felt important throughout the procedures to have people from outside coming in to be interviewed just for the dialogue or discussion. She further stated that the positions to be filled are at senior levels, and for that reason, the Board should do its best to get the best candidates.

Mr. Rielly added that from time to time, it has been absolutely necessary in the past to seek outside candidates as not all the skills required for given positions have been found in the people within the Board. He also said that the Board recognizes the presence of excellent people in the system and he personally has no concern about these people competing with outside candidates as well.

Miss Detwiler observed there was nothing written in the report about the gender of the candidates. She requested clarification considering that the Ministry of Education is looking at a balance between males and females in the work force.

Mrs. Clarke commented that was an excellent point and explained that jobs are advertised and people who are qualified, both male and female, are invited to apply. The hiring team is aware of the directions that this Board and the Ministry are going and this will be further considered in the in-service training workshops.

Miss Detwiler expressed her concern about the numbers relative to the gender of the candidates and Mr. Hicks responded that the interview team will ensure that the best person will receive the position.

Mr. Kennedy wanted to know what the Board has been doing wrong in the selection process to merit the sudden need for reviewing and improving the procedures. He expressed his disagreement with the proposed change and stated that it would not be logical to consider that one or two people on a selection committee could say "this is the right person for a position". He added he believes the Board's selection system currently in place is more than adequate.

Mr. Hicks clarified that the people reviewing the procedures are not saying something has been wrong or major mistakes were committed in the past relative to the hiring process. The interview and selection process will now be written down as guidelines for trustees and prospective candidates to follow.

Mrs. Clarke understood Mr. Kennedy's concerns but confirmed the work team is not saying the Board has been wrong in the past. She emphasized the Board has excellent people within the system who can stand "head and shoulders" with anyone in the province. The procedure has been in flux and not easily understood by people in the field. Credibility is very important, hence the need for the review.

Dr. Johnston commended the staff the Board has now and stated what was done in the past has resulted

in the highest calibre of leadership. He said the procedures are basically the same as what has been done before and we are just calling for improvements. If these revisions had been in place, some difficulties encountered during the past years could have been avoided.

Regarding the advertising for the positions, Dr. Johnston said this assures our Board we are hiring the best person or persons available and also gives the impression that the Board has looked at everyone.

Dr. Johnston requested clarification on the election of the members for the Interview Committee and whether this will be similar to the Salary Committee or the other ad hoc committees which exist for a year. He also asked if all trustees will be trained on the interview process emphasizing such training will be very helpful. Dr. Johnston also pointed to Page 3 regarding the number of final candidates and suggested adding "two" after the word "final".

Mrs. Clarke, in response to Dr. Johnston's questions, clarified the Interview Committee will be elected by the Board and the committee members must attend the in-service training. She said the work team did not discuss providing in-service training for the other trustees but confirmed this could be considered if it is the wish of the Board.

As to when the Interview Committee will be set up, Mrs. Clarke said the Director of Education will handle this aspect. She said it may not be the same committee all the time but could be an ad hoc committee which would be discontinued when the job is done. She added other interview committees will be established as needed.

Mr. Rielly stated that it is up to the trustees to determine the composition of the Interview Committee. He said there might be some people on the Personnel & Organization Committee who would not want to be on the interview team while trustees, not on the Personnel & Organization Committee, may wish to be part of the interview team.

Dr. Johnston suggested this working group should not consider its work finished but should bring any other written recommendations to enable the Board to fully develop the hiring process.

Mrs. Bishop agreed with the need for clarification on the nature of the committee and added it is good to have a sound process in place for these interviews.

Mr. Hicks pointed out that it is presently the role of the Personnel & Organization Committee to carry out the interviews. If these procedures are adopted by

the Board, this function will be assumed by an ad hoc committee of trustees.

Mrs. Baskin referred back to Miss Detwiler's concerns regarding the mention of gender of candidates in the report and suggested that a notation be included to the effect that these procedures will be adopted in keeping with the Board's Race Relations and Affirmative Action policies. She also favors the advertising of positions locally and provincially and said it will boost the Board's image of being an equal opportunity employer.

Miss Cunningham said her understanding with the report is that all trustees will be given the opportunity to participate in the interview process.

Mr. Rielly clarified that is not the suggestion made in the report. He said that the strength of the process would be to provide training for the Interview Committee in carrying out the hiring task and this will give some consistency in conducting the interviews. Mr. Rielly emphasized that, in this new process, not all trustees who attend the interview sessions would be involved in the interview process. It is a change from the way it was done in the past. This process provides for only the interview team to conduct the interviews and develop the short list.

Mr. Korz expressed agreement with Miss Detwiler's earlier concerns and also Miss Cunningham's comments as to the access to in-service training and the interview process. He requested clarification as to whether a trustee should be included in the interview process if the vacant supervisory position is from his/her area.

Mr. Rielly explained that a difficulty could arise with this practice because superintendents of schools are not selected for only one area. They are hired on a system basis because they may be moved from one area to another. He confirmed that all trustees can attend the in-service workshops and be involved in setting up the questions, etc.

Mr. Mulholland stated that, considering the many concerns on the selection process, he would like to propose a motion to refer the report back to the work team for further study.

Moved in amendment by Mr. Mulholland:

That the report of the Working Group established to review and evaluate the procedures for selecting Supervisory Officers be referred back to the Working Group for further study.

Mr. Allen expressed concerns on the denial of participation in the interviews to some trustees which was available in the past and said he favors full participation by all trustees.

Mr. Kennedy inquired whether all candidates who meet the criteria will be given the opportunity to be interviewed.

Mr. Hicks responded that short listing for the first interview will be based on the Competency Model used by the Board, along with information on the candidates that will be obtained from each candidate's immediate supervisor.

Mr. Rielly added that not all the candidates will be interviewed as not all of them will have the required qualifications for the position. The Officials will check the information from various sources in order to get some feedback on how the candidates can carry out the leadership needed for the position. He said it is up to the officials to eliminate those not qualified then create the short list for the Interview Committee.

Mrs. Bishop stressed that in writing the report, an attempt was made to design the best procedure to get the best people. She said she opposed the referral of the report and reminded the members that two positions will be vacated in June 1990 so there is the urgency of refining the procedures to prevent difficulties in filling such positions. She added referral may create further delays as the coming months will be busy given the Budget Review process which will be starting soon.

The motion was put to a vote and was CARRIED.

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Baskin:

That the recommendations of the Director of Education be approved as presented. CARRIED

Personnel Training Report as of December 31, 1989

Moved by Canon Rogers:

That the following recommendations be approved:

(a) That the Personnel Training Report for 1989 be received for information.

(b) That the Personnel Training Report be discontinued.

Mrs. Baskin asked why the Personnel Training Report was to be discontinued as she felt it important to continue to receive the report.

Mr. Sinclair explained that the Superintendent of Finance stated he was recommending the discontinuance because the Report has been developed over a number of years and has not been subject to review provided it has been within budget. A budget is presented for approval by the Board in March or April with a report at the end of the year as to how the funds were spent.

It was the opinion of the Officials that the report no longer serves a particular purpose and can be discussed during the Budget Review process.

Mrs. Baskin expressed her opposition with the recommendation to discontinue the Personnel Training Report.

Mr. Allen wondered if staff development is part of the Personnel Training Report. He referred to an Area 2 meeting where it was discussed that costs of registrations for training programs and conventions have recently gone up and in some instances is costing our staff money out of their own pockets to attend. Mr. Allen said this becomes a key budget concern and expressed his support for Mrs. Baskin's views on retaining the report.

Mrs. Bishop stated that training programs are part of the in-service the Board provides to its staff.

When Mrs. Bishop initiated questions on the cost figures reflected in the Personnel Training Report Mr. Hicks cautioned spending expenditures are not part of the discussion in tonight's meeting.

Mr. Sinclair added he was not in a position to discuss the budget aspects of the report.

Mrs. Baskin offered to make an amendment to the recommendation and Mr. Hicks ruled the two recommendations would be voted on separately.

Mr. Korz requested clarification on the format of the report and whether such report has served its purpose.

Mr. Mulholland responded that the Personnel Training Report has been streamlined over the years since its first submission.

Mrs. Baskin reiterated the importance of the report in providing information on training expenditures for the Board's staff. She felt the trustees must have a way of asking questions apart from the Budget Review process.

The motion was put to a vote. Recommendation (a) was CARRIED and Recommendation (b) was LOST.

Mrs. Deans requested the inclusion of a column indicating the number of persons affected by the training funding and Mr. Hicks said this will be taken into consideration.

Report of the Salary Committee

The following motion was considered at an in-camera session:

Moved by Dr. Johnston:

That the Report of the Salary Committee relative to the O.P.E.I.U. Educational and Lunchroom Assistants Pay Equity Plan be approved as presented to the members. CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Clarke:

That the recommendations of the Director of Education be approved as presented. CARRIED

At this point, Miss Detwiler made mention of a newsletter which referred to ten Grade 8 female students who will attend a workshop at McMaster University on February 20, 1990. The workshop deals with exploring non-traditional careers for women. She was pleased to see programs such as this being made available to students.

The meeting then adjourned.

Read and confirmed,

Chairman

rt

MINUTES OF THE
SPECIAL MEETING OF THE PERSONNEL & ORGANIZATION COMMITTEE
1990 02 20

Present: Mr. W. Hicks (Chairman); Trustees Bishop, Detwiler, Mulholland, R. Stewart, and Clarke.

Not
Present: Trustee Paquin.

Also
Present: Trustees Allen, Baskin, Cunningham, Deans, Kennedy, Lowe, Patenaude Barker, Penner, Rogers and A. Stewart.

Officials
Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
B. Orlando (Superintendent of Plant)
D. Rothwell (Superintendent of Schools - Area Five)
J. Yurkiw (Assistant Superintendent of Special Services)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report of the Work Team re Selection of Supervisory Officers

Mr. Hicks called on Mrs. Clarke to present the report.

Mrs. Clarke recalled for the members that there was excellent discussion on the report during the last regular Personnel & Organization Committee meeting. The report was, however, referred back to the Working Group to firm up and incorporate some suggestions provided by the members.

Several concerns were clarified by Mrs. Clarke. Key among these concerns is the nature of the Interview Committee which, Mrs. Clarke clarified, was closely considered by the Working Group. It was decided the Interview Committee will be the Personnel & Organization Committee and will not be a separate elected committee. Mrs. Clarke drew the members' attention to Page 2 of the revised report which details the initial interview process for the candidates. Trustees not on the Interview Committee may take part in the discussions and selection of the short-listed candidates provided they have attended the in-service workshops on the interview process.

Mrs. Clarke emphasized the Personnel & Organization Committee members will be provided with in-service workshops, and these workshops will be open to all trustees.

In conclusion, Mrs. Clarke stated the final interview process will involve all the trustees, as this will be done before the full Board. She also emphasized that an evaluation of the selection process will be requested from the interviewed candidates as well as the trustees to provide input for a regular review by the Personnel & Organization Committee.

Moved by Mr. R. Stewart:

That the report of the Working Group established to review and evaluate the procedures for selecting Supervisory Officers be approved. CARRIED

NEW BUSINESS:

Recommendation of the Director of Education

Moved by Mrs. Bishop:

That the recommendation of the Director of Education be approved as presented.
CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendation of the Director of Education

Moved by Canon Rogers:

That the recommendation of the Director of Education be approved as presented.
CARRIED

The meeting then adjourned.

Read and confirmed,

Chairman

rt

CA40NHBLW26

M36

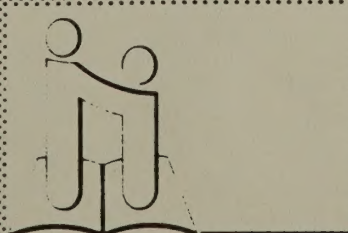
1990

URBAN / MUNICIPAL

MARCH, 1990

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
MAR 21 1990
GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

PERSONNEL
AND
ORGANIZATION
COMMITTEE

MEMORANDUM

TO: THE BOARD OF DIRECTORS

FROM: THE PERSONNEL AND ORGANIZATION COMMITTEE

SUBJECT: [Illegible]

[Illegible body text]

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 03 08

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Interim Report from Officials - Review of the Adult and Continuing Education Department (from July 1989 Board Meeting) 1
2. Personnel Matter - Continuing Education 9

NEW BUSINESS:

1. Recommendations of the Director of Education 9
2. Report of the Salary Committee 9

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 10

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 03 08

Present: Mr. W. Hicks (Chairman); Trustees Bishop, Detwiler, Mulholland, Paquin, R. Stewart, and Clarke.

Also Present: Trustees Baskin, Cunningham, Deans, Desmarais, Johnston, Kennedy, Korz, Lowe, Penner, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
P. Shewfelt (Superintendent of Finance and Treasurer)
R. Kawai (Superintendent of Information Management Services)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes of the last regular meeting of 1990 02 08 and special meeting of 1990 02 20.

Moved by Miss Detwiler:

That the minutes of the last regular meeting of 1990 02 08 and special meeting of 1990 02 20 be accepted as presented. CARRIED

Mr. Hicks advised the members that a video on Literacy would be shown at the beginning of the meeting.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Interim Report from Officials -
Review of the Adult and
Continuing Education Department
(from July 1989 Board Meeting)

Mr. Hicks expressed his appreciation for the video presentation, then called on Mr. Beveridge and Mr. Bob Leedale, Principal - Adult & Continuing Education, to present the report.

Mr. Beveridge, citing that while the video shown earlier featured an American situation, he noted that in Canada about 5 million people are functional illiterates and, in Hamilton, the number is about 72,000. He said Adult and Continuing Education, through its varied programs, e.g. summer courses, literacy hotline, etc., provided some momentum and resulted in marked improvements in literacy. Mr. Beveridge stated continuing education basically aims to provide learners that "feeling good about one's self" when experiencing success and thereby improving the quality of life.

Mr. Beveridge provided the members with the background on the development and progress of the review of the Board's Adult and Continuing

Education programs. He stated the interim report was initiated to share some of the provincial trends relative to adult and continuing education. Mr. Beveridge stated the Steering Committee was able to set target areas and this was facilitated by visits and consultations with other school boards. Mr. Beveridge also acknowledged the cooperation provided by Ms. Cynthia Adams of the Ministry of Education. He said her suggestions proved helpful and the Steering Committee looks forward to Ms. Adams' offer of further assistance as well as from the other Ministry representatives. He pointed out the members are being asked to address Phase I this evening, while Phase II is being provided for information and will be addressed in six months.

Mr. Beveridge concluded that the key areas on Adult Education and Continuing Education include program delivery, accommodation and publicity strategies to effectively market the programs. He stated the Steering Committee, as well as the Review Committee, have developed plans to ensure success for the programs. Mr. Beveridge then called on Mr. Leedale to talk about the rationale, recommendations and conclusions of the report.

Mr. Leedale recognized the members of the Steering Committee and the Review Committee and cited their contributions to the review. He referred to the presentation re Tri-Board Adult Learner Survey, 1989 at the 1990 03 01 Development Committee meeting and stated that this has profound implications on the review presentation at tonight's meeting.

In discussing Phase I (illustrated, in terms of the organizational structure, in Appendix K) of the recommendations, Mr. Leedale said this basically refers to the conversion of Briarwood into an Adult Learning Centre and the relocation of the Board's Adult and Continuing Education Department to the Briarwood facility at no additional cost to the Board. He said the proposed relocation will result in an increased profile for the department and provide an effective service to East Hamilton and the whole community as well. He added that the approval of Phase I will lead to Briarwood becoming the focus for adult education in the city.

Explaining the recommendations on Phase II, Mr. Leedale noted its approval will enable the Hamilton Board to address a market which is not being addressed at present. He suggested the Board consider establishing an adult high school as other boards have with overwhelming success. He

stressed that Phase II, as outlined in Appendix L, calls for the restructuring of the Adult and Continuing Education Department and its implementation will have financial implications. He added the officials will be prepared to look at Budget and staffing implications and present a report to the trustees for September 1991.

Mrs. Deans asked if, with an adult high school in place, the adult learners may still access the courses in regular high schools.

Mr. Leedale clarified that the present high school system offers mostly "skills" courses while the proposed adult high school would provide academic courses; as such, adult learners can still avail themselves of the services of the regular high schools in the community. With the proposed plan, Mr. Leedale said extended morning and evening courses will be offered to provide more variation and flexibilities in school time for the adult students.

In response to Canon Rogers' query, Mr. Beveridge confirmed that, under Phase I, it is not the plan to discontinue existing programs, e.g. those in place at Southview and Fairview Adult Centres.

Canon Rogers expressed his concern on the financial implications of the recommendations on Page 8 of the report and said he is willing to propose a motion to refer the item to the Budget Review process. He felt the recommendations arising from this Review should be studied along with the other programs and priorities to determine what the Board can do best. However, he offered his support for the report.

Mr. P. Kennedy expressed his interest in the video and noted that the project was made possible with the support from Nabisco. He wondered how the Canadian business sector viewed adult education in light of the additional burden on the tax dollars the program may pose.

Mr. Leedale responded the business firms in Hamilton have shown interest not only in assisting the program financially but also in teaching their staff new skills at the workplace and they are prepared to allow up to 100% time off from work. He added that Dofasco was provided a copy of the Tri-Board Adult Learner Survey, 1989 and the officials offered support. Mr. Leedale believes adult education can become one of the most valuable educational programs in the city.

Mr. Rielly added that Stelco, like Dofasco, has expressed interest in the program. He also mentioned that the President of Local 1005 has conveyed interest in endorsing the program to Stelco.

Mrs. Bishop expressed her appreciation for this timely report and its relevance to the radical changes observed now with adult education. She suggested these programs should provide a whole range of services to the adult learner market.

Mr. Leedale informed Mrs. Bishop there are at present about 700 students in the English as a Second Language courses and approximately 200 enrolled in Adult Basic Education; the figures include those at Southview and Fairview centres. After further questioning by Mrs. Bishop, Mr. Leedale offered to provide her with additional statistics.

Mrs. Bishop asked for clarification on Appendix K (Phase I) and Appendix L (Phase II) of the report and Mr. Beveridge explained that Phase I is basically the relocation of the Department for Adult and Continuing Education to the Briarwood facility and involves no additional cost to the Board. The current costs are for caretaking and cleaning and this amounts to about \$13,000. For Phase II, Mr. Beveridge said this refers to the proposed establishment of an adult high school at the Briarwood location and requires the restructuring of the Department of Adult and Continuing Education. He stressed that before implementation of this phase, the financial implications of the plan will be presented for consideration by the appropriate standing committee of the Board.

Mrs. Bishop wondered if it is the practice of the Board to refer items to Budget Review even if these do not entail additional costs. Mr. Hicks responded there could be some extra costs arising from the plans. He also clarified for Mrs. Bishop that Phase I is not tied into Phase II as there are key changes in Phase II.

Mr. Stewart commended the presentation. He said that, based on the on-going discussions, he considers it appropriate to reflect the first recommendation of Phase II in Phase I of the report. Mr. Leedale responded he is not in a position to comment on the budgetary constraints of the proposals.

Mr. Rielly stated that Phase II is being looked at in addition to Phase I. He stressed that there is

nothing provided in the budget to cover the costs of these plans as it was not the intent to move into Phase II this year.

Mr. Stewart re-emphasized there should be some kind of budget since these future plans in adult education are inevitable; therefore, he supported the referral to Budget Review.

Miss Cunningham agreed with the views shared by Canon Rogers and Mr. Stewart and recalled in discussions last week the trustees were informed there were approximately 700-900 places available in east end schools. Realizing that grants cannot be expected from the Ministry, she stated the benefits that will accrue for the adult learners are excellent but the proposed overall system should be paying for itself. She observed that many cost considerations are lacking in the organizational structures illustrated in Appendices K and L.

Mr. Leedale clarified some points for Miss Cunningham. He said there are about 80-110 adult learners in school and 90% of these students have completed their courses. He said Adult Basic Education courses receive fairly good grants, the English as a Second Language course receives good grants and the Independent Home Study has some grants, too. For the General Interest courses, the schools charge some fees to cover the instructional materials required.

Mr. Beveridge confirmed for Miss Cunningham that there are substantial amounts of money differences between the salaries for vice-principal, co-ordinator and administrator.

Mr. Mulholland conveyed his appreciation for the interest shown by business firms like Dofasco and Stelco but he was apprehensive as to the extent of the support they are willing to offer. He said he is very much concerned in the proposal under Phase II of having two Vice-Principals for the planned adult high school. He wondered if the Board is veering away from its current practice in vocational secondary schools.

Mr. Leedale responded that the second Vice-Principal will replace the Co-ordinator of Adult and Continuing Education. He added the other Vice-Principal will be looking at the total school system and will have responsibility to the Principal. Mr. Leedale stated the proposed organizational structure will align the Hamilton Board with the other school boards.

Mrs. Lowe commented the bottom line is "at what cost". From the remarks of the majority of the members, costing should be placed under careful consideration prior to the approval of the recommendations reflected in the report.

In reply to Mrs. Lowe's query relative to the support offered by Dofasco and Stelco, Mr. Leedale said the two firms are willing to shoulder all costs with the exclusion of remuneration for the teachers.

Mrs. Baskin said adult schools are not a new phenomena. She noted day courses for adults benefit only those not in the work force. She expressed her regret the Board has not come up to its reputation of "always aiming to be the first in any undertaking" with respect to its Adult and Continuing Education programs. Mrs. Baskin expressed hope the Hamilton Board would initiate ways to change the low level of education in this community.

Miss Detwiler expressed optimism in securing approval for the recommendations if financial information, including the revenue the Board can generate from the Ministry as well as industry, can be obtained as soon as possible.

Moved by Canon Rogers:

That the recommendations relative to Phase 1 in the Interim Report from the Officials - Review of the Adult and Continuing Education Department be referred to the Budget Review Committee for consideration for the coming year.

Mrs. Deans stated she hoped the officials would report back on the benefits for the community, particularly the shift workers. Mrs. Deans expressed disagreement with some of Mrs. Baskin's comments saying the Board has done a lot in furthering education in this community.

Mr. Hicks referred back to Canon Rogers' motion and reminded the members the direction for tonight would be to proceed with debate now as to the merits of the program instead of debating these again during Budget Review.

Mrs. Bishop voiced her opposition to referring the recommendations to the Budget Review Committee reiterating that the Board's Adult and Continuing Education Department urgently needs reorganization.

Mr. Korz said he also was opposed to sending the recommendations to Budget Review and instead,

he wished to make the following motion:

Moved by Mr. Korz:

That the motion referring the recommendations relative to Phase 1 in the Interim Report from the Officials - Review of the Adult and Continuing Education Department to Budget Review be tabled until a report from the officials comes back to the April Personnel and Organization Committee meeting. LOST

Mr. Korz expressed regret his motion was lost as he requires financial information before voting on the motion to refer to the Budget Review Committee.

Mr. Hicks assured Mr. Korz that the trustees can request all types of information during the Budget Review process. He also confirmed for Mrs. Clarke that the item in question will go to the Budget Review Committee and will not be debated unless there are exceptions.

Mr. Beveridge assured Mrs. Clarke that there are no concerns with the timelines at this time.

Mrs. Clarke stated that she had the opportunity to be part of the Review group and she complimented the people behind the project for a job well done. She also expressed appreciation of the observations she gathered during visits to other schools boards and made special mention of her visit to Ottawa and commented she found their program there to be very extensive. She assured the members the group looked carefully into all the aspects and a tight approach was adopted in handling the review process.

Mrs. Baskin observed the report reached Senior Management level but she was surprised it did not reflect any cost information.

Mr. Hicks responded the officials see minimal costs whereas some trustees perceive a lot of costs inherent in Phase I. He said the officials have stated they will be prepared to come back to provide the financial implications for Phase II.

Mr. Rielly added Senior Management had extensive discussions on the review and the Finance officials were involved as well as to the probable costings of the proposal. He emphasized the presentation has covered Phase I in detail.

Miss Cunningham reminded the members of a previous agreement that no report would be submitted to the Board without costing information.

Mr. Shewfelt clarified for the members that the Finance Department was invited to sit on the initial Review Committee and he said he was directly involved in the wording of these recommendations. He further explained Phase I of the proposal has no additional costs to the Board because it is just dealing with the physical relocation of the Department of Adult and Continuing Education into the Briarwood facility. Mr. Shewfelt said Phase II is an entirely different "ball game" as it proposes the creation of an adult high school. He added options are available to the Board before the high school would be established. He then requested clarification as to whether the members were referring to direct costs or total costs when they questioned the financial implications of the proposal.

Mr. Hicks responded the costings being requested would be the same costings prepared for other programs referred to Budget Review. Mr. Shewfelt confirmed that refers to direct costs and assured the members the officials would bring back financial information containing the direct costs. He added that the current provincial funding is at 30%.

In light of Mr. Shewfelt's commitment to bring back financial information to the Board relative to the Adult and Continuing Education review, Mr. Korz proposed another motion.

Moved by Mr. Korz:

That the motion referring the recommendations relative to Phase I in the Interim Report from the Officials - Review of the Adult and Continuing Education Department to Budget Review be postponed to the April Personnel and Organization Committee meeting, at which time the Superintendent of Finance and Treasurer can bring back financial information to the Board.

Mr. Stewart asked if the Plant Department has been involved with the project and Mr. Hicks confirmed that the department has been involved.

Canon Rogers stated Mr. Korz's motion creates another problem because to wait until April would mean another year's delay for the proposal.

The motion was put to a vote and was LOST.

Canon Rogers' motion was put to a vote and was CARRIED.

Mr. Hicks clarified for Miss Cunningham that upon approval of Phase I at the Budget Review

Committee, Phase II will then be taken into consideration.

Personnel Matter - Continuing Education

This item was discussed in-camera and the following motion resulted:

Moved by Dr. Johnston:

That the position of Adult Learning Centres' Administrator be referred to the Salary Committee for a review of the salary. CARRIED

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Korz:

That the recommendations of the Director of Education be approved as presented.

Mrs. Lowe requested clarification on the Leadership Exchange Program in Clause (n) on Page 27A.

Mr. Rielly responded this exchange program was instituted about six years ago which, through the Staff Development Department, involves employees at various levels and is designed to enhance the employee's experience. This program has included exchanges with the Ministry of Education, other elementary and secondary schools and as well as between school boards.

Mr. Rielly clarified the intent of the exchange for Ms. Eves is for her to experience working with special education area teams. Mr. Adams' position will be filled by someone currently on staff as a temporary full-time assignment.

The motion was put to a vote and was CARRIED.

Report of the Salary Committee

This item was discussed in-camera and the following motions resulted:

Moved by Dr. Johnston:

That the Report of the Salary Committee relative to the Pay Equity Plan reached with the Office and Professional Employees International Union, Local 527, Clerical and Secretarial Employees in Composite Secondary Schools and Georges P. Vanier, be approved as presented to the members. CARRIED

Moved by Mr. Paquin:

That the Report of the Salary Committee relative to the Pay Equity Plan reached with the Association des enseignantes et des enseignants francho-ontariens, (A.E.F.O.) Hamilton Secondary Branch, be approved as presented to the members. CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Mr. R. Kennedy answered questions relative to specific staffing recommendations.

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented. CARRIED

These items were discussed in-camera and the following motion resulted:

Moved by Canon Rogers:

That the following recommendations of the Director be approved as presented:

(a) That Douglas Steele be promoted to the position of Acting Principal of an Elementary School, effective 1990 03 23, with salary according to schedule.

(b) That Richard Bull be promoted to the position of Acting Vice-Principal of an Elementary School, effective 1990 03 23, with salary according to schedule. CARRIED

The meeting then adjourned.

Read and confirmed,

rt

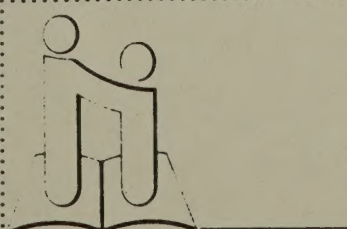
W. Hicks
Chairman

CA40NHBLW26
M36

APRIL, 1990

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
APR 24 1990
GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 04 05

PAGE

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education 1
2. Request for Staffing Information 2

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 4
2. Requests for Four Over Five Plan 4

GENERAL

NEW BUSINESS:

Recommendations of the
Director of Education

Moved by Mrs. Bishop

That the recommendations of the Director of
Education be approved as presented.

Mrs. Bishop clarified for Mrs. Detweiler the position of
Developmental Specialist under Chapter 101 of the
recommendations for four as substitutes since 1985 and
that those people work only with low functioning, high
needs students.

Mr. Blumstein informed Mrs. Detweiler there are two
Developmental Specialist positions in the Board and, due
to this resignation, a temporary person has been assigned.
He added that no definite plan for a replacement is being
considered until after the Budget Review process.

The motion was put to a vote and was CARRIED.

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 04 05

Present: Mr. W. Hicks (Chairman); Trustees Bishop, Detwiler, Hill, Mulholland, Paquin, R. Stewart and Clarke.

Also

Present: Trustees Allen, Cunningham, Desmarais, Johnston, Kennedy, Korz, Lowe, Patenaude Barker, Penner, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
R. Kawai (Superintendent of Information Management Services)
N. Nicholls (Superintendent of Schools - Area Two)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)

Mr. Hicks called the meeting to order and welcomed Mrs. Sandy Hill, the new trustee, to the Personnel & Organization Committee. He then asked for confirmation of the minutes of the last regular meeting of 1990 03 08.

Moved by Miss Detwiler:

That the minutes of the last regular meeting of 1990 03 08 be approved as presented. CARRIED

Mr. Hicks announced that Miss Cunningham wanted to add an item to the Agenda under General and said he would be asking for a consensus from the Committee at that time.

GENERAL

NEW BUSINESS:

Recommendations of the
Director of Education

Moved by Mrs. Bishop:

That the recommendations of the Director of Education be approved as presented.

Mrs. Bishop clarified for Miss Detwiler the position of Developmental Specialist under Clause (e) of the recommendations has been in existence since 1985 and that these people work only with low functioning, high needs students.

Mr. Sinclair informed Miss Detwiler there are two Developmental Specialist positions in the Board and, due to this resignation, a temporary person has been assigned. He added that no definite plan for a replacement is being considered until after the Budget Review process.

The motion was put to a vote and was CARRIED.

Request for Staffing
Information

At this point, Miss Cunningham stated she shared some concerns with the members regarding the reporting, on a regular basis, of staffing information relative to the approved budget. To address these concerns, she would like to put forth a motion.

Moved by Miss Cunningham:

That the Director of Education review and report back to the Personnel and Organization Committee how Senior Management might advise the Personnel and Organization Committee regarding staffing relative to the approved Budget.

At Mr. Hicks' request, Mr. Rielly responded that Miss Cunningham had discussed this motion with him prior to the meeting. Mr. Rielly indicated that it would be easy to provide information on staffing recommendations relative to whether a position was a new appointment or a replacement, as well as other details that might be helpful to trustees in making the required decisions.

In addition, Miss Cunningham mentioned that, when the Salary Committee reports to the Board, information relative to the impact on the current budget should be detailed, i.e. will this result in going over budget?, by how much?, etc.

Miss Cunningham stated the rationale for her motion is that currently the members have limited control over staffing and in light of current budgetary constraints, the trustees would like to have on-going staffing information. She emphasized the members would like to ensure the Board's staffing relates to the approved budget on an on-going basis.

Mr. Hicks asked the members whether they agreed with this item being added to the Agenda.

Mr. Sinclair agreed with Miss Detwiler that the Salary Committee provides staffing information, including salary rates, relative to negotiations, to the Board. Miss Cunningham, however, stressed the information provided by the Salary Committee does not relate to the current budget.

Miss Detwiler recalled that in the past information similar to this had been included in staffing recommendations. Mr. Rielly agreed and said that to do this again does not present a problem.

Mr. Rielly added, however, that the officials would examine what kind of detail would be acceptable to all trustees while avoiding information that involves time and energy to collate and is of little value to the trustees. When the report comes back to the trustees, it can be determined what information would be useful and allow for

suggestions as to what trustees would like to see included.

Mr. Stewart and Mrs. Lowe expressed support for the motion saying there is need for caution and careful consideration in this area.

Canon Rogers offered his support for the motion but said he would prefer to have this included on the next agenda of the Committee to give time for the officials to deliberate and then return to the Committee with the information. Mr. Hicks responded that this is basically the intent of the motion.

Canon Rogers also stated his objection to items being added to Agendas at the meeting.

Mr. Kennedy remarked he agreed with the motion but believed this may be too late now that the budget estimates have been submitted.

Mrs. Bishop stated that she felt the educational assistants for special needs students is the only category where there seems to be no control on hiring. She expressed her concern that no objective criteria was prevalent and that it depended on the school and the Superintendent as to whether an educational assistant was assigned. She suggested there was a need for vigilance in this area.

Mr. Rielly said this would be addressed in the officials' report.

Mrs. Clarke reminded the members there are rules and regulations for dealing with adding items to the Agenda. She suggested Miss Cunningham's item be placed on the next meeting's Agenda.

Mr. Hicks replied the Chair has already accepted the motion and indicated he would like the trustees to vote on the motion tonight.

When it was confirmed for Mr. Korz that a challenge to the Chair would be required in order not to deal with the motion, Mr. Korz asked to have the motion read again.

Miss Detwiler questioned the Chair's earlier indication that he would seek the consensus of the Committee on the item being added to the Agenda. Mr. Hicks responded that when no objection was voiced as the motion was being debated, he interpreted that as the Committee's consensus to continue.

In response to Mr. Stewart's query, Mr. Hicks said the timeline for this motion would be left to the officials' discretion and Miss Cunningham stressed she was not putting time pressures on the officials.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARYNEW BUSINESS:Recommendations of the
Director of Education

Moved by Mr. Korz:

That the recommendations of the Director of Education be approved as presented.

Mr. Stockwell clarified for Ms. Stewart the teacher mentioned in Clause (s) is presently serving at the Trillium School and the school is requesting the extension.

The motion was put to a vote and was CARRIED.

Requests for Four Over
Five Plan

Moved by Miss Detwiler:

That the following requests for Four Over Five Plan be approved as presented:

(a) That approval be granted for the request of Romano Dreossi for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the second semester of the 1991-1992 school year, effective 1992 02 01 to 1992 06 30, subject to the 1989-90 Secondary School Collective Agreement.

(b) That approval be granted for the request of John MacNeill for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the first semester of the 1992-1993 school year, effective 1992 09 01 to 1993 01 31, subject to the 1989-90 Secondary School Collective Agreement.

(c) That approval be granted for the request of Edwin Prokop for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the first semester of the 1993-1994 school year, effective 1993 09 01 to 1994 01 31, subject to the 1989-90 Secondary School Collective Agreement.

CARRIED

The meeting then adjourned.

Read and confirmed,

Chairman

rt

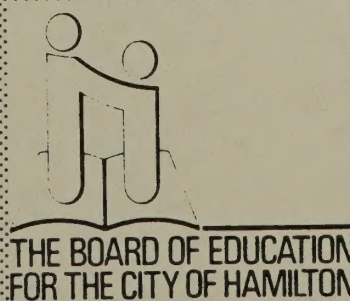
CA40NHBL W26
M36
URBAN/MUNICIPAL

Minutes

MAY, 1990

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
MAY 1990
GOVERNMENT DOCUMENTS



INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 05 03

PAGE

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education 1

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 2

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 05 03

Present: Mr. W. Hicks (Chairman); Trustees Bishop, Hill, Mulholland, Paquin, R. Stewart and Clarke.

Not

Present: Trustee Detwiler.

Also

Present: Trustees Cunningham, Deans, Johnston, Lowe, and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
R. Kawai (Superintendent of Information Management Services)
B. Orlando (Superintendent of Plant)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
R. Lavoie (Superintendent of Schools - French as a First Language)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)
J. Yurkiw (Assistant Superintendent of Special Services)
G. Rutledge (Controller)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes of the last regular meeting of 1990 04 05.

Moved by Mrs. Deans:

That the minutes of the last regular meeting of 1990 04 05 be approved as presented. CARRIED

GENERAL

NEW BUSINESS:

Recommendations of the
Director of Education

Miss Cunningham requested that Page 1, Clauses (a) to (g), of the recommendations be discussed in-camera.

Moved by Mrs. Deans:

That the Clauses (h) to (m) of the recommendations of the Director of Education be approved as presented.

In response to Mrs. Clarke's request, Mr. Shewfelt detailed the background information on Ms. Joyce Ferguson, the person being recommended for appointment to the position of Payroll Supervisor in Clause (j).

The motion was put to a vote and was CARRIED.

The committee met in-camera and the following motion was considered:

Moved by Mrs. Clarke:

That the Clauses (a) to (g) of the recommendations of the Director of Education be approved as presented.

Clauses (a) to (f) were voted on separately and were CARRIED. Clause (g) was voted on separately and was DENIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Mr. Sinclair clarified for Mr. Stewart that the appointment for the position of Community School Leader in Clause (d) was for Parkdale Elementary School; this is a replacement for a recent resignation. The proposed appointee is a community college graduate and has extensive recreational work experience at the Y.M.C.A.

In response to Miss Cunningham's query, Mr. Sinclair confirmed this position is in the current budget. He noted that it is a permanent position with the person being appointed for a one-year probationary period.

Miss Cunningham recalled these positions had been considered for deletion during the budget process and questioned whether the program could end in December, 1990. Mr. Sinclair noted that this would have to be a Board decision.

Relative to Clause (a), Mr. R. Kennedy informed Mrs. Deans the list refers to newly-hired Elementary teachers. He stated that every year a list of probationary teachers to be hired is presented to the Board in June. However, as this practice presents some processing problems relative to signing the teachers' contracts, it was decided to bring this recommendation in May. Mr. Kennedy stated these teachers were interviewed in January 1990 in anticipation of the various teaching needs in the Elementary Panel, e.g. Core French, French Immersion, Itinerant Music, Special Education, etc.

Moved by Mr. Stewart:

That the recommendations of the Director of Education be approved as presented. CARRIED

The meeting then adjourned.

Read and confirmed,

CA40N HBL W26

M36

URBAN/MUNICIPAL

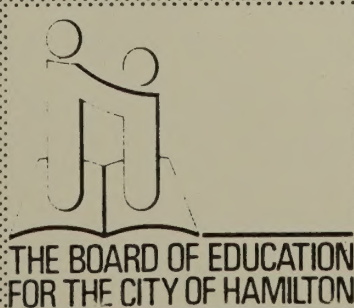
JUNE, 1990

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

JUN 20 1990

GOVERNMENT DOCUMENTS



1971

INTERNATIONAL AGRICULTURAL CONFERENCE

1971

1971

1971

1971

1. The first session of the conference was held in Rome, Italy, from 1971 to 1971.

2. The second session of the conference was held in Rome, Italy, from 1971 to 1971.

3. The third session of the conference was held in Rome, Italy, from 1971 to 1971.

1971

1. The first session of the conference was held in Rome, Italy, from 1971 to 1971.

1971

1971

1. The first session of the conference was held in Rome, Italy, from 1971 to 1971.

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 06 14

Present: Mr. W. Hicks (Chairman), Trustees Bishop, Detwiler, Hill, Mulholland, R. Stewart and Clarke.

Not

Present: Trustee Paquin.

Also

Present: Trustees Allen, Baskin, Cunningham, Deans, Desmarais, Kennedy, Korz, Lowe and Penner.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
R. Kawai (Superintendent of Information Management Services)
B. Orlando (Superintendent of Plant)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
R. Lavoie (Superintendent of Schools - French as a First Language)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)
J. Yurkiw (Assistant Superintendent of Special Services)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes.

Moved by Miss Detwiler:

That the minutes of the last regular meeting of 1990 05 03 and special meetings of 1990 04 19 and 1990 05 17 be approved as presented. CARRIED

Mr. Hicks reminded the members about the interviews, scheduled at 8:30 p.m., of the two final candidates for the position of Superintendent of Schools. He requested the members to keep the timelines in mind for these interviews.

In response to concerns raised by some members, Mrs. Clarke clarified she would take responsibility for proceeding as a full Special Board meeting in lieu of a Special Personnel & Organization Committee meeting for the interviews.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Learning Resource Teacher,
Role Review (Elementary/
Secondary)

Mr. Yurkiw introduced the presentors: Ms. Nancy Smith (Chairman, Elementary L.R.T. Committee), Mr. Paul Smith (Chairman, Secondary L.R.T. Committee) and Mr. Ed Wiens (In-Service, Special Education Consultant).

Mr. Yurkiw recalled that a memo addressed to the Personnel & Organization Committee in June 1989 from Trustee Bishop reflected a number of concerns related to the role of the Learning Resource Teacher (L.R.T.). In response to this correspondence, a committee was formed in September to examine the role of the L.R.T. He added that the review committee formed was to be representative of various teacher groups, special education and services areas from the elementary and secondary panels as well as the federations.

The current staffing formulas for placing LRT's in composite secondary, vocational and regular/compensatory schools were briefly discussed by Mr. Yurkiw. He also pointed out to the members the existing Teacher Role Description for Learning Resource Teachers on Page 11 of the report.

Mr. Yurkiw emphasized that the report was being presented for information and for referral to Senior Management for further study and financial implications for the 1991 Budget.

Mr. Wiens provided the members with a brief background of the review process on the role of learning resource teachers in both the elementary and secondary panels. He said there was tremendous interest and involvement from the teachers in both groups and this facilitated the review. With the vocational and composite secondary schools, a variance in roles was initially perceived, however, after several discussions, it became apparent there was not much disparity as to roles and this led to combining the role description for both.

One valuable offshoot of the review process, mentioned by Mr. Wiens, was the creation of the Secondary Special Education Learning Resource Handbook, which is considered to be an exceptional document.

Mr. Wiens said the review for the elementary panel was done using the secondary school role description. Mr. Yurkiw added that the roles of the LRT's for both the elementary and secondary panels are similar in many respects. The only difference he noted would be in the area of "headship" in secondary schools, e.g. the situation at Delta Secondary School, as there is a need for someone to attend to specialized students.

Mr. Yurkiw emphasized that there should be flexibility within the role needs relative to resources. In the elementary panel, he said more awareness should be focussed on special needs beyond what is

required. As for staffing, he said the 400 student formula for compensatory schools is inadequate and it is being recommended that it be considered further for the 1991 budget.

Mrs. Bishop commended the presentors for their excellent report. She recalled for the members that during the Special Education Advisory Committee (SEAC) meeting where the report was first presented, it received the full support of the SEAC members although, unfortunately at that time, there was no quorum. The only area of the review which Mrs. Bishop suggested needed more exploration, is the evaluation process. She said responsibilities for evaluating the program should be clearly delineated to achieve the optimum results from the program. Mrs. Bishop added that additional resources for the program should be tapped to ensure success for the program.

Mr. Yurkiw clarified for Mrs. Deans that the whole LRT Review package will be closely looked at by the senior officials, including the non-additional cost items.

Regarding qualifications of the LRT's, Mr. Yurkiw explained for Mr. P. Kennedy that the minimum requirement is the First Level Summer Program provided by the Ministry of Special Education although those possessing specialization may have the advantage. He assured the members that all criteria will be considered during the recruitment process.

Mrs. Lowe expressed concerns for the additional cost implications for the French Immersion students at risk in a dual-track school. Ms. N. Smith clarified that there may be a number of French Immersion students at risk who are not served if there is no French-speaking L.R.T. However, the potential costs for this will depend on how many students are at risk and how much service will be provided.

Mr. Yurkiw informed Mrs. Baskin that there are approximately 20 LRTs in the secondary schools, vocational schools included. About 1.5 to 2 LRTs are assigned in each school.

Mrs. Baskin felt that 2 LRTs should be the minimum in secondary schools and said that the Board currently is far from reaching that minimum at this point. She pointed out that the LRT program is an important service for the youngsters.

Moved by Mrs. Baskin:

That the Report Re: Learning Resource Teacher, Role Review (Elementary/Secondary) be received for information and referred to Senior Management for further study, directions and financial implications for the 1991 Budget.

Miss Detwiler expressed her concern on the financial implications posed by the program and said the Board has to look at a minimum program. She said she could foresee horrendous costs in this report and, therefore, has reservations about the program.

Mrs. Bishop countered that increasing the LRTs does not necessarily mean adding costs. She reiterated that the program is still within the provincial level at this time and that support remains inadequate. Mrs. Bishop stressed that this report is geared to providing more service and can be considered a less expensive way of providing valuable benefits to our students than our self-contained classes which is a very expensive way of providing services.

Mr. Rielly assured Miss Detwiler that costs would be provided when the officials report back on this review.

The motion was put to a vote and was CARRIED.

Report from Working Group Re Trustee Remuneration

Mr. Hicks provided the members with some background on the review process relative to Trustee Remuneration. The members agreed to discuss each item of the review separately.

Trustee Allowance (Honorarium)

Mr. Hicks stated that focus was given on the tone of the language used in formulating the recommendation pertaining to Trustee Allowance (Honorarium).

In reply to Mr. Stewart's query, Mr. Hicks said that the general feeling is that the present Board can set the trustee allowance (honorarium) for another Board. Whatever is done tonight would remain in effect until this Board or a new Board changes it.

Mr. Shewfelt read the current rulings reflected in the Education Act regarding trustee allowances to clarify for Mrs. Baskin that the present Board can amend trustee allowances for both the current and upcoming Board terms.

Moved by Miss Detwiler:

That effective 1990 07 01, the allowance for the trustees and the Chairman of the Board of Education for the City of Hamilton be increased/decreased yearly, effective the month of December, by the annual percentage change in the October Canadian Price Index. CARRIED

Travel Allowance

Mr. Sinclair said that if this recommendation of the Working Group re Trustee Remuneration is passed, the item on Travel Allowance will be referred to the staff committee studying the Travel Allowance Schedule as the review is not complete at this time.

Moved by Mr. Mulholland:

That the following recommendations of the Working Group Re Trustee Remuneration be referred to the staff committee studying the Travel Allowance Schedule:

(a) That the present annual Travel Allowance of \$1,150 be reviewed by the officials as part of the review of Travel Allowances for staff which is to be reported to the Board prior to 1990 06 30.

(b) That when a trustee is authorized by the Board, or the Chairman of the Board, to travel outside the City to attend a meeting (other than for Personnel Training - conventions, conferences, workshops and seminars), the trustee's travel expenses shall be reimbursed at the lesser of:

(i) casual mileage reimbursement rate applying to Board staff (presently 40 cents per mile/24.8 cents per km);

(ii) actual travel expenses.

CARRIED

Personnel Training (Conventions, Conferences, Workshops and Seminars)

In response to Mrs. Baskin's inquiry, Mr. Hicks referred her to the notation on Personnel Training which stated that the Working Group had addressed the question of accumulation of unused Personnel Training funds and was not recommending any provision for the accumulation of unused Personnel Training funds from one year to the next.

Mrs. Lowe felt that providing personnel training for trustees is an effective way of expanding their horizons. She said that if some school boards with lesser means are able to send their trustees to various training sessions and conventions, she could

not see any reason why the Hamilton Board, with its adequate resources, would not be able to do the same for its board members.

Moved by Mrs. Lowe:

That there be no change to the present policy for Trustee Personnel Training.

Mr. Shewfelt, in response to Miss Detwiler's question, advised that the current budget for personnel training for trustees is \$33,225. This was reduced by \$2,500 during Budget Review, arriving at a budget figure of \$30,726. In answer to a follow-up query from Mr. Desmarais, Mr. Shewfelt said that about 50% (\$16,154) of last year's budget of \$33,225 for Personnel Training was actually spent.

Miss Detwiler cautioned that a closer scrutiny should be given to this type of expenditure given the recent budget situation.

Mrs. Bishop stated that the members owe it to their constituents to attend as much in-service as is available given these complex times and issues.

Mr. Stewart recalled for the members the remarks of Mr. J. Forrester (Superintendent of Schools - Area 1) regarding the invaluable benefits derived from in-service sessions attended by staff.

Mr. Allen endorsed Mrs. Lowe's motion because of the potential the training can offer to the trustees. He said he believes the trustees all have a sense of responsibility in spending cautiously and will take advantage of the in-service available while keeping in mind the prevailing budget constraints.

Mr. Hicks supported Miss Detwiler's views and felt they are valid considering the budget "crunch" we are in. He suggested that trustees should pay if they wished to attend conferences, etc.

The motion was put to a vote and was CARRIED.

Group Benefit Package

Moved by Mrs. Hill:

That the present arrangements covering a trustee's access to the Board's Benefit Plans, at the member's own cost, be continued. CARRIED

Trustee Services

Mr. Hicks pointed out to the members that the recommendation relative to Trustee Services did not receive the unanimous approval of the Working Group. He emphasized that if trustees have any concerns regarding a request for services, it is the

role of the Chairman of the Board to provide clarification and/or approval.

Mrs. Bishop requested clarification in handling trustees' response letters to their constituents and wondered if the list of the types of requests classified as Board business could be more detailed.

Mrs. Hill commented it would be unnecessary to make an itemized list of all trustee services as plain common sense can be applied in handling these requests.

Mr. Allen expressed satisfaction with the current practice. He cited the reported exorbitant expenses incurred by the trustees at the Toronto Public School Board. He said cases like this should not be tolerated as it is the taxpayers' money which is greatly affected and should not be used for personal political actions.

Mr. Kennedy voiced his agreement with Mrs. Hill's comments.

It was agreed:

That the current practice re Trustee Services remain unchanged.

At this point, Mrs. Clarke said she would like to put forth the following motion:

Moved by Mrs. Clarke:

That a budget be allocated to the Office of the Chairman of the Board to cover such items as expenses for local Board planning sessions and the amount of that budget to be determined by the Working Group re Trustee Remuneration.

Mrs. Clarke said that with the major cuts resulting from the last Budget Review, no means were provided to take care of expenses incurred during local Board planning sessions. She felt it appropriate to have some provision to cover these expenses.

In response to Miss Detwiler's query, Mrs. Clarke said these expenses may include the refreshments, e.g. meals, coffee, tea, juice served at various planning sessions as in the past.

Mr. Shewfelt clarified for Mr. Stewart that the expenses incurred at in-service sessions have been charged to the Office of the Director of Education. As the members expressed concerns with Mrs. Clarke's motion, Mr. Mulholland suggested there

should be no debate and it should be referred to the Working Group re Trustee Remuneration for further consideration.

Mrs. Baskin stated it would not be appropriate to propose changes to the budget after it has been passed and we should try it for a year. She felt

it might be appropriate for the proposed Working Group considering the budget to deal with having something inserted in the budget next year. Mrs. Baskin expressed disappointment with Mrs. Clarke's motion reiterating that the Chairman of the Board has no reason to make this request through a motion and she felt the motion is out of place and improper. She suggested Mrs. Clarke and Mr. Shewfelt discuss this issue.

Mrs. Clarke acknowledged Mrs. Baskin's views as valid and admitted careful planning is necessary at this time. She added she would be willing to refer this to the Working Group re Trustee Remuneration for further consideration.

The motion was voted on and was CARRIED.

Review: Travel Allowance Schedule

The members were informed the Staff Committee consisting of officials and resource personnel have not finalized the report and are continuing to meet and gather information. It is expected the report will be ready early in the Fall. In the meantime, there will be no change in the Travel Allowance schedule until the report is presented to the trustees.

NEW BUSINESS:

Recommendations of the Director of Education

Mr. Hicks informed the members that Clause (c) of the recommendations would be discussed at the in-camera session of tonight's meeting.

Moved by Miss Cunningham:

That the recommendations of the Director of Education, excluding Clause (c), be approved.

Mr. Hicks confirmed for Miss Cunningham that all the appointments reflected are in compliance with the budget.

In response to Mrs. Hill's question as to when the recommendations on appointments will reflect whether a position is new or replacement, Mr. Hicks said Senior Officials are meeting tomorrow, 1990 06 15,

to discuss how this request will be handled.

Mr. Rielly confirmed for Mrs. Deans that Clause (h) is within budget.

Mrs. Bishop requested clarification on Clause (s), recalling that a previous request at Budget Review was for a part-time (.5) person but not an additional position as this recommendation apparently reflects. She drew the members' attention to Clauses (r) and (t) as well.

Ms. Rappolt responded that a chart outlining some of the proposed changes in the Curriculum Department were presented at the January Personnel & Organization Committee meeting. At that time, some were contingent upon staff retirements. Ms. Rappolt reported the part-time (.5) Media Technician was deleted from the budget and this shift to the Acting Consultant position is at no additional cost to the Board.

In response to Mr. Hicks' inquiry, Mr. Rielly said it was not the intention at that time to bring these back to the Board. The explanation and discussion took place at the January meeting.

Mrs. Bishop recalled the proposed changes were not discussed in public at that time. She acknowledged that a special assignment teacher is not considered as posing additional cost to the Board. She stressed though that it would be appropriate for the members to understand why the Board needs these positions.

Ms. Rappolt explained the position in question was originally a part-time (.5) consultant on special assignment and has been there for some time. With the type of work done in the past, this is seen as an area of growth. Recent developments have occurred and the need now is not for a co-ordinator but a consultant. Ms. Rappolt further stated that the work had been developed over a ten-year period by Ms. C. Liebold; there has to be a balance to get something done within the three-year period. She added that there is a shift of the co-ordinator in that area and a shift of special assignment to consultant. Ms. Rappolt confirmed that this recommendation is a commitment. She said she talked with the persons concerned and emphasized to them that there is no guarantee that the recommendation would be accepted by the Personnel & Organization Committee. She stressed that these changes do not entail additional costs.

Ms. Rappolt was unable to give salary information for the position questioned, when requested by Mrs. Bishop.

Mrs. Bishop said her concerns are focussed on the personnel costs and figures, what these actually mean. She believes the members should be given the time to decide and thereby requested a referral of the recommendations back to the officials.

Mr. Sinclair explained for Mr. Kennedy that officials do not have the flexibility to simply add special assignment teachers, they are budgeted for each year. Their salaries are governed by the Collective Bargaining Agreement. Mr. Sinclair further clarified that the officials recommend the special assignments to the Board, as needed, with appropriate control on the number of positions and taking into consideration budgetary implications.

Mr. Rielly noted that some trustees have the impression that special assignment positions are just created by the officials. He hoped such thinking would be rectified since they are part of a total agreed upon number.

Mr. Stockwell recalled for the members that a report brought to the Board in 1988 resulted in the re-organization of the Curriculum Department in which 16 positions were to be re-allocated to area teams and 7 of these positions became special assignment positions. These positions were determined to be flexible enough to meet the needs of the area; they could not extend beyond a 10-month period and the positions should be within the complement of the existing personnel allocation. Mr. Stockwell emphasized that special assignment may be considered an optimum way of using the teachers in a variety of ways.

Mrs. Baskin noted what she felt to be a flaw in Senior Management's program in light of the members' concerns for the special assignment positions in question. She felt the re-organization brought conflicting situations as it seemed the trustees are becoming a "rubber stamp" organization. She added that a "step" is missing at this point. Mrs. Baskin urged the senior officials to be more cautious in bringing recommendations for Board approval and to ensure appropriate reports are presented. It was also suggested by Mrs. Baskin to continue the discussions in-camera as personnel are involved.

Mr. Rielly clarified for Mrs. Baskin that the personnel reflected in the recommendations under question are out of the existing staff complement and these moves were made as a result of re-organization of the Curriculum Department.

Miss Cunningham acknowledged Ms. Rappolt's statements relative to the special assignment positions being discussed. She noted though that the concerns raised, particularly those of Mrs. Bishop, may have an impact on Lines 1 and 2 of the Budget. She reiterated that the members should have an overall picture of these proposed recommendations and asked if, in the overall budget for Lines 1 and 2, does this change what it is supposed to be.

Ms. Rappolt expressed her agreement with Mrs. Baskin's suggestion of referring the recommendations to the in-camera session. She added that she would be willing to discuss the matter with Messrs. Shewfelt and Sinclair to obtain the appropriate information.

Replying to Miss Cunningham's question, Mr. Stockwell said that the other positions resulting from the re-organization in the Curriculum Department were re-assigned to the areas with the same position titles rather than working out of the Curriculum Department at the Education Centre.

Mr. Sinclair clarified for Mr. Mulholland that if a person completes the full term, there is no obligation on the part of the Board to continue their allowance or if they move to another position. It is only when they have been displaced from their position, i.e. through closure of a school or program prior to the expiration of their natural term. In such a case, their salary would be red-circled until their term has been completed.

Mrs. Bishop expressed agreement in continuing the discussions in-camera if she could be assured the information on the salaries of these special assignment positions in question would be available.

The motion, as amended to exclude Clauses (r), (s) and (t) as well as (c), was put to a vote and was CARRIED.

At an in-camera session following the public meeting, the following action resulted:

Moved by Mrs. Clarke:

That Clause (c) of the Recommendations of the Director of Education be approved.

A recorded vote was requested and the motion was CARRIED. Those in favour were Trustees Baskin, Bishop, Hill, Mulholland, Deans, Penner, Hicks, Allen and Clarke. Those opposed were Trustees Lowe, Detwiler, Kennedy, Korz and Cunningham.

Moved by Mrs. Baskin:

That the recommendation of the Director of Education relative to the position of Acting Co-ordinator (Drama Dance) be referred to the officials.
CARRIED

Moved by Mrs. Baskin:

That Clauses (r), (s) and (t) of the recommendations of the Director of Education be referred back to the officials. LOST

Moved by Mrs. Hill:

That Clauses (r), (s) and (t) of the recommendations of the Director of Education be approved. CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

To clarify concerns on Clause (kk), Mr. Stockwell explained that the Special Assignment Teacher relates to the nature of the work that is to be done and this has impact on the type of expertise the teacher possesses. The duration of the special assignment runs from ten months to a year and special assignment teachers are "spread" around the system.

Mr. Hicks confirmed for Miss Cunningham that the positions reflected are within the budget.

Mr. Rothwell clarified for the members that Ms. M. Tycznski was transferred from Area 5 to Area 4 due to the return of a staff member who had been seconded to the Ministry. It is a Junior Consultant position and not a special assignment. Mr. Rothwell felt there was no need reflecting the position with the recommendations and requested the members' approval to exclude it from the list. He added that the term of this position is nearing completion.

Mr. Stockwell agreed with Mr. Rothwell's comments. He informed the members that Mary Johnson is currently on special assignment at Centennial, Dr. Davey and Bennetto schools; Ms. Johnson assumed the position part way through the Fall last year.

Moved by Mr. Stewart:

That the recommendations of the Director of Education, excluding Clause (ll), be approved.
CARRIED

At an in-camera session, the following action resulted:

Moved by Mrs. Deans:

That Christine McCulloch be promoted to the position of Acting Vice-Principal of a Secondary School, effective 1990 09 01, with salary according to schedule. CARRIED

Moved by Mrs. Bishop:

That the appointment of Eleanor Duncan, .5 Special Assignment/.5 Consultant (Writing to Read), be changed to full-time Consultant (Writing to Read), effective 1990 09 01 to 1991 06 30, be approved. (Elementary) CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

AUG 23 1990

INDEX

GOVERNMENT DOCUMENTS

PERSONNEL & ORGANIZATION COMMITTEE

(Board of Ed)

1990 07 12

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Interim Report - Evaluation of SALEP/Educational Assistant . . . 1
2. Interim Report from Officials re Request for Staffing
Information 2
3. Report from K.G. Brown & Associates on Compensation
Arrangements for Senior Officials 3

NEW BUSINESS:

1. Recommendations of the Director of Education 3
2. Report of the Affirmative Action Committee 4
3. Summer Adjournment 7

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 7
2. Requests for Four Over Five Plan 7
3. Superintendent of Program Interviews 8

GOVERNMENT DOCUMENT

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 07 12

Present: Mr. W. Hicks (Chairman), Trustees Bishop, Detwiler, Mulholland, R. Stewart and Clarke.

Not

Present: Trustees Hill and Paquin.

Also

Present: Trustees Allen, Baskin, Cunningham, Deans, Johnston, Kennedy, Lowe, Patenaude Barker, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
R. Kawai (Superintendent of Information Management Services)
N. Nicholls (Superintendent of Schools - Area Two)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
R. Lavoie (Superintendent of Schools - French as a First Language)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)
J. Yurkiw (Assistant Superintendent of Special Services)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes.

Moved by Miss Detwiler:

That the minutes of the last regular meeting of 1990 06 14 and special meeting of 1990 05 29 be approved as presented. CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Interim Report - Evaluation of
SALEP/Educational Assistant

Mr. Beveridge provided background information on the interim report. He emphasized that a full report will be presented at the November Personnel & Organization Committee meeting.

Miss Detwiler observed that the workload is increasing in this area necessitating an extensive study of not only the position but also the direction the program should pursue.

Mrs. Deans expressed her awareness and interest in the students addressed in the report in light of the increasing school dropout rate. She wondered how their situation can be handled without the extra support from the Educational Assistant. Mrs. Deans offered her full support for the recommendation.

Mrs. Bishop endorsed the recommendation but suggested that the information to be provided at the November meeting reflect a comparison versus the previous year data.

Moved by Canon Rogers:

That the evaluation period for the position of Educational Assistant to the SALEP Program be extended for a period of three months and that a full report be presented to the elected officials at the November Personnel and Organization Committee meeting. CARRIED

Interim Report from Officials re
Request for Staffing Information

Mr. Stockwell reported on the initial steps undertaken by the staff working group formed to study ways of improving the reporting process as well as the presentation of staffing information to this Committee. He referred to a sample of the new format which is being reviewed by the working group. He explained that the new format consolidates and groups the recommendations and identifies the corresponding budget implications.

It was emphasized by Mr. Stockwell that a complete report from the working group will be brought to the Personnel & Organization Committee in the Fall.

Mr. Stockwell clarified for Miss Detwiler that the Occasional Staff Appointments section covers teachers brought in to replace permanent teachers who are on leave, e.g. due to illness, etc. as well as occasional staff who provide relief during heavy workload periods in various departments in the organization.

In response to Mrs. Bishop's concerns re updating the members with information on the number of Special Education Assistants, Mr. Stockwell expressed his assurance that this will be addressed in the final report.

Mr. Stewart was assured that tabulation and subsequent updating of staffing data will be done to give the members an accurate picture of where the Board stands in terms of staffing and its implication on the budget.

Mr. Stockwell clarified for Mr. P. Kennedy that all new positions will be reflected as such. If any position is not within budget, e.g. due to a significant increase in enrolment, this will be shown as an addition. Thus, two headings will be used, i.e. "Budgeted" and "Not Budgeted".

It was agreed:

That the Interim Report from Officials re Request for Staffing Information be received for information.

Report from K.G. Brown & Associates on Compensation Arrangements for Senior Officials

At an in-camera session, the following motion was considered:

Moved by Miss Detwiler:

That the Report from K. G. Brown & Associates re Compensation Survey of Senior Management of Ontario Educational Institutions, 1990 be received for information and referred to the officials for their comments. **CARRIED**

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education (Pages 11 and 12) be approved as presented.

In reply to Mrs. Bishop's query relative to clauses (a), (b) and (c), Mr. Yurkiw provided current information on the number of full and part time Psychological Consultants in the organization. Mrs. Bishop felt that a further discussion on clause (a) should be done in-camera.

Mrs. Baskin voiced out her concern on clause (m) and requested that this clause too be discussed at an in-camera session of the meeting.

The motion was amended to read:

That the recommendations of the Director of Education (Pages 11 and 12), excluding clauses (a) and (m), be approved as presented. **CARRIED**

Moved by Canon Rogers:

That the recommendations of the Director of Education (Pages 12A and 12B) be approved as presented. **CARRIED**

The following action resulted at an in-camera session:

Moved by Mrs. Clarke:

That clauses (a) and (m) of the Recommendations of the Director of Education be approved as presented. CARRIED

Report of the Affirmative Action Committee

Moved by Mrs. Clarke:

That the following report of the Affirmative Action Committee be approved:

(a) That the directions being considered in the Update - Applicant Tracking, June 1989-June 1990 be endorsed and that the report be referred to the officials for appropriate action.

(b) That the Update: Policy Against Harassment be accepted and endorsed.

(c) That the Report on the Outreach Workshop - Vietnamese Community be received for information.

(d) That the following recommendations in the Annual Status Report on the Affirmative Action Program be approved:

(i) That the initiatives discussed in the Annual Report be endorsed and that evaluations be provided on an on-going basis.

(ii) That the name of the Board's Affirmative Action Program be changed to Affirmative Action/Employment Equity.

Responding to Miss Detwiler's question relative to the second recommendation on clause (d), Mr. Sinclair reported that there were recent developments in the field of Affirmative Action which are more toward Employment Equity than Affirmative Action. Referring to the Memorandum from the Ministry of Education, Mr. Sinclair said that the term Employment Equity is considered more modern and progressive. He added that Affirmative Action may be tied more to programs aimed at correcting imbalances in the workforce by way of representation in gender and the visible minorities. With the proposed change in the program's name, it is the intent to bring its policies more in line with the programs of the organization.

Mr. Sinclair further clarified for Miss Detwiler that the new term Pay Equity is in some respect different from Employment Equity but

Pay Equity can be within the "umbrella" of Employment Equity.

Mr. Sinclair noted that the Affirmative Action Co-ordinator has also been involved with the Employment Equity program of the Board.

Mr. Kennedy felt that it was not the intent to make the Affirmative Action a permanent program of school boards when the legislation came down two years ago from the Ministry of Education with a grant of \$20,000 for the first year and another \$20,000 for the second year. Now that the program and its policies are in place, Mr. Kennedy wondered if there is still a need for Affirmative Action at this Board. He suggested that perhaps the union can continue promoting the program within the organization.

Mr. Sinclair responded that the Board should continue its Affirmative Action/Employment Equity program at this time. He emphasized the need for a full-time co-ordinator as the organization is still very much in the development phase of the program. He added that the Hamilton Board, being a large organization and employer of individuals coming from varied type groups and background is one key reason why the Affirmative Action program should be continued and enhanced. Mr. Sinclair also pointed out that the need for the program may be evident with the imposition of more extensive and mandatory legislations on employment equity.

As an employer, Mr. Sinclair believes the Board should be interested in making the best use of its resources and be a leading force for the program.

Mr. Kennedy acknowledged Mr. Sinclair's views but reiterated that the legislation on Affirmative Action was put into place to deal with any irregularities at the work place and he concluded that the program had already solved those concerns. His apprehension with extending the program is its impact on the budget, particularly its hiring implication for line 1.

Mrs. Clarke mentioned that she had the opportunity to attend a training session of the volunteers within the organization who will handle the Policy Against Harassment [clause (b) of the recommendations on Affirmative Action] and was very impressed by the efforts,

through their own time, these volunteers are contributing to assist the people within our staff.

Mr. Stewart expressed his support for the motion and said that this is one area where the Board is "needing room for improvement", i.e. the way we deal with people.

Mrs. Bishop signified her support for the motion and said that the program is a very valuable asset which could enhance the quality of work in the organization. She cited that the Policy on Harassment alone was reported to have improved work productivity and resulted in reduced costs for the Board. Mrs. Bishop underscored that the Affirmative Action program is a very sound investment which can lead to positive development of the staff for this Board.

Ms. Stewart stated her approval for the motion. She expressed her disagreement with the view shared earlier that once a legislated program is in place, there is no need for its further pursuit. She argued that adopting this logic is analogous to putting the whole organization in a disadvantaged position. Ms. Stewart said the Board should exercise caution in making judgemental decisions on situations like harassment and should allow an opportunity for the employees to bring up their grievances with the assurance of receiving a fair hearing.

At this point, Miss Cunningham said she had some concerns relative to an item reflected in the Annual Status Report on Affirmative Action. She felt this should be handled at an in-camera session. She assured the members that Mrs. Clarke and Mr. Rielly were aware of her concerns raised at the recent meeting of the Affirmative Action Committee.

In view of Miss Cunningham's request, it was agreed to defer the vote on the motion to the in-camera session.

At an in-camera session the following action resulted:

Moved by Miss Cunningham:

That clause (d) (i) be referred to the officials for clarification of Career Planning.
CARRIED

The motion to approve the Report of the Affirmative Action Committee, excluding clause (d) (i) was put to a vote and was CARRIED.

Moved by Miss Cunningham:

That Linda Sproule-Jones be re-appointed to the position of Affirmative Action Coordinator (Administrative Grade 13 - maximum salary \$51,009.00 per annum for a three-year term, effective 1990 09 01 to 1993 08 31, with salary according to the salary schedule. CARRIED

Moved by Mrs. Deans:

That the title of Affirmative Action Coordinator be referred to the Affirmative Action Committee for review. CARRIED

Summer Adjournment

Moved by Miss Detwiler:

That when this Committee adjourns, it stand adjourned until the September meeting unless called for a Special Meeting by the Chairman of the Board. CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented. CARRIED

At an in-camera session, the following motion was considered:

Moved by Mr. Mulholland:

That the resignation of Margaret H. Melton, Administrative Staff, approved effective 1990 06 29 at the June meeting, be changed to read "for the purpose of retirement, effective 1990 11 30, and that the Board's gratuity be paid". CARRIED

Requests for Four Over Five Plan

Moved by Dr. Johnston:

That the following requests for the "Four Over Five Plan" be approved:

(a) That approval be granted for the request of Beryl Burgoyne for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective

Agreement for the second semester of the 1992-93 school year, effective 1993 02 01 to 1993 06 30.

(b) That approval be granted for the request of Joseph Hammill for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the second semester of the 1992-93 school year, effective 1993 02 01 to 1993 06 30.

(c) That approval be granted for the request of Elaine Smith for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the first semester of the 1992-93 school year, effective 1992 09 01 to 1993 01 31.

(d) That approval be granted for the request of David Wagg for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary School Collective Agreement for the 1994-95 school year, effective 1994 09 01 to 1995 08 31.

(e) That approval be granted for the request of Wendy Wagg for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary School Collective Agreement for the 1994-95 school year, effective 1994 09 01 to 1995 08 31.

(f) That approval be granted for the request of Katherine Conway for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary School Collective Agreement for the 1995-96 school year, effective 1995 09 01 to 1996 08 31.

CARRIED

At an in-camera session, the following motion was considered:

Superintendent of Program
Interviews

Moved by Mr. R. Stewart:

That trustees present for all interviews for the position of Superintendent of Program on 1990 07 16 may vote and participate in short listing the candidates for interviewing by the full Board on 1990 07 17. CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

CA40NHBLW a 6

M36

URBAN/MUNICIPAL

1990

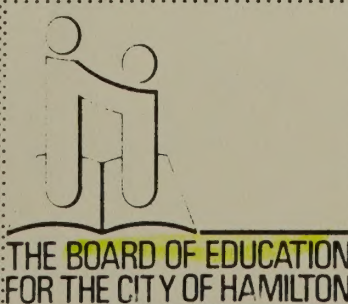
OCTOBER, 1990

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

OCT 31 1990

GOVERNMENT DOCUMENTS



INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 10 11

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Staffing Report 1
2. Report of the Affirmative Action Committee 2

NEW BUSINESS:

1. Recommendations of the Director of Education 2

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 2
2. Requests for Four Over Five Plan 3
3. Hiring of an Administrative Assistant (Secondary) -
Requested by Trustee R. Stewart 4

INDEX

REPRODUCED FROM THE ORIGINAL

1950 10 10

THE CASE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

THE CASE OF THE

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 10 11

Present: Mrs. J. Bishop (Chairman Pro Tem); Trustees Hill, Paquin, R. Stewart and Clarke.

Not

Present: Trustees Hicks and Mulholland.

Also

Present: Trustees Cunningham, Deans, Johnston, Lowe, Penner, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
R. Kennedy (Assistant Superintendent of Staffing)
S. Rogers (Assistant to the Secretary)

Mr. Rielly called the meeting to order and asked for nominations for Chairman Pro Tem.

Moved by Mrs. Clarke:

That Mrs. Bishop be nominated as Chairman Pro Tem. CARRIED

Mrs. Bishop took the Chair and asked for confirmation of the minutes of the 1990 09 13 meeting.

Moved by Dr. Johnston:

That the minutes of the 1990 09 13 meeting be approved as presented.
CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Staffing Report

Mr. Sinclair reviewed the report with the members. He emphasized that this reflected information contained in the approved 1990 Budget.

Mr. R. Kennedy noted the increased staff required in the English as a Second Language (ESL) courses at Sir John A. Macdonald and Scott Park Secondary Schools.

In response to Mrs. Clarke's query, Mr. R. Kennedy reported a 7 1/3 increase in ESL teachers for Sir John A. Macdonald and 4 1/2 increase for Scott Park.

This increase is expected to continue. He added that the Officials will be bringing back additional staff requirements for these two schools throughout the year.

It was agreed:

That the Preliminary Staff Report Summary be received for information.

Report of the Affirmative
Action Committee

Mrs. Bishop explained that this recommendation resulted from the change in the name of the Affirmative Action Program to Affirmative Action/Employment Equity Program.

Moved by Dr. Johnston:

That the following report of the Affirmative Action Committee be approved:

(a) That the title of Affirmative Action Co-ordinator be changed to Affirmative Action/Employment Equity Co-ordinator. CARRIED

NEW BUSINESS:

Recommendations of the
Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented. CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS

Recommendations of the
Director of Education

Mr. R. Kennedy confirmed for Mrs. Hill that the timetable changes being presented were already incorporated in the Staff Report Summary discussed earlier.

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented.

Responding to Mrs. Lowe's question, Mr. Stockwell clarified that the person reflected in Leave Extensions, clause (a), on Page 5 has been on a long-term disability leave for some time now. It is not known how long this leave may continue as it depends on the health condition of that individual.

Mr. Sinclair explained that it is current practice for the Board to grant a Long-term Disability Leave. In the process, an employee may request an extension of such leave and still have the prerogative to return to employment with the Board.

The motion was put to a vote and was CARRIED.

Requests for Four Over
Five Plan

Moved by Canon Rogers:

That approval be granted for the requests of the following teachers for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Jacqueline Norris (S), (2nd Sem.), 1993 02 01 to 1993 06 30

Jane Easden (E), 1994 09 01 to 1995 06 30

Tracey Mollon (E), 1994 09 01 to 1995 06 30

Lesley Fraser (S), (2nd Sem.), 1993 02 01 to 1993 06 30

Jean Donaldson (S), (2nd Sem.), 1993 02 01 to 1993 06 30

Debbie Maxwell (E), 1994 09 01 to 1995 06 30

Ross Kyler (S), (1st Sem.), 1993 09 01 to 1994 01 31

Lorena Koike-Woods (E), 1994 09 01 to 1995 06 30

Linda Charko (E), 1994 09 01 to 1995 06 30

Mr. Sinclair clarified for Mrs. Lowe that the Leave of Absence under the Salary Holdback Plan ("Four Over Five") has become more "liberalized" and allows for more options in terms of the time and length of the leave to provide more flexibility in meeting the teachers' needs.

The motion was put to a vote and was CARRIED.

At an in-camera session, the following motions were considered:

Moved by Miss Cunningham:

That the resignation of James Vickers, (S) teacher, for the purpose of retirement, effective 1990 10 31, be accepted with regret and that the Board's gratuity be paid. CARRIED

Moved by Mr. Stewart:

That the services of Gordon Marsh, Educational Assistant, be terminated effective 1990 10 12. CARRIED

Hiring of an
Administrative Assistant
(Secondary) - Requested by
Trustee R. Stewart

Mr. Stewart informed the members of the circumstances around this request. He perceived that an inequity exists in two secondary schools, i.e. Scott Park and Sir Winston Churchill, sharing the services of one Administrative Assistant while it is the practice within the system to have an Administrative Assistant for each secondary school. He recalled this request was first included in the 1989 Budget and again in 1990 and was cut. Mr. Stewart stressed that it was a fair decision at that time but the situation has now changed.

Moved by Mr. Stewart:

That Scott Park and Sir Winston Churchill Secondary Schools each be given a full-time Administrative Assistant effective 1991 01.

Mr. Stockwell stated the Officials support the concept of a full-time Administrative Assistant and acknowledge the current situation at the two schools. However, it is not the practice to bring additional staffing requests during the current budget year. He suggested this request could be included as an additional submission for the 1991 Budget if, in the Officials' opinion, it is thought to be a valid request.

Dr. Johnston agreed the additional staff would prove beneficial and improve the administration capability of the two schools; however, he expressed his concerns on the financial implication of the request.

Mr. Sinclair explained that the compensation for one Administrative Assistant is approximately \$40,000 annually, including the benefits.

Dr. Johnston wondered how the recommendation would impinge upon the committee now dealing with the budget process. If the proper procedure is followed, Dr. Johnston stated the recommendation should be tabled until the priorities are determined and brought forward for consideration.

Canon Rogers agreed with Dr. Johnston's views and felt the matter should be referred to the officials for consideration as to whether this request should be one of the priorities for Board approval. He advised that a careful sorting of the priorities would avoid "piece meal" submissions of requests.

Moved in amendment by Canon Rogers:

That the request for a full-time Administrative Assistant in both Scott Park and Sir Winston Churchill Secondary Schools, effective 1991 01, be referred to the Officials for their consideration for inclusion in the 1991 Personnel Priority Package.

Mr. Stockwell clarified for Miss Cunningham that the course of action the Officials would take in considering the request would be to weigh this in light of other items they feel may also be important, i.e. the decision would depend on the assessment of our system's needs.

Mr. R. Kennedy, in reply to Miss Cunningham, explained that the increase in population at Scott Park and Sir Winston Churchill Secondary Schools has resulted from the growth in the ESL and Adult Education programs as well as the linking of Scott Park and Parkview Secondary Schools for some programs.

Mr. Stewart asserted that approval of the request now would ensure its inclusion in the 1991 Budget, while a referral would entail considerable delay which could be frustrating given the situation at the two schools.

Mr. Stockwell explained for Mrs. Hill the mechanics of twinning schools and stressed that realignment of enrollment and subsequent adjustments are carefully examined before any twinning could materialize and it is not our practice to realign twinned schools each year.

Acknowledging the necessity of the proposed additional staff, Mrs. Bishop pointed out that the trustees could decide to bypass the budget process and approve this request when the package of "priorities" is brought to the Committee.

Mrs. Deans expressed her opposition to the referral motion and stated that the Board should treat all its schools equally. She added it is up to the trustees to make the decision now.

Mrs. Lowe supported the referral of the request as she noted the needs of the two schools are still being adequately met. She wondered why it was mentioned that attending to the Day Care operation of the two schools is one of the responsibilities of the Administrative Assistant, in light of a Day Care Co-ordinator being in place as well as with Adult Education, we have a Consultant and Co-ordinator.

Mrs. Clarke also supported the referral but urged the Officials to bring back a report for trustees' consideration as soon as possible.

Mr. Stockwell assured Mrs. Clarke that Senior Management would be moving in that direction. However, he reminded the members that there was previous direction given for the Officials to submit the Personnel Priority Package at one point in a year, i.e. December, for consideration for inclusion in the Budget.

Miss Cunningham endorsed the referral of the request and stated if the position is not included in the package, Mr. Stewart could raise it again.

Canon Rogers remarked there are many needs across our system. In spite of this situation, it would be proper to look at the whole system and follow through on what was decided at the last Budget Review, i.e. to look carefully at all the items in the budget. He stated the region is facing some serious economic problems at this time and, given that scenario, the Board should exercise caution in all its decision-making with respect to program priorities.

Mr. Stewart cautioned this Board could be perceived as creating a second class system for some of its schools if this request is not given prompt consideration.

In spite of her empathy for Mr. Stewart's request, Ms. Stewart voiced her support for the referral motion as she believed the direction established for the budget process of this Board should be followed.

When asked for her opinion on the request, Ms. Nicholls responded that she felt Mr. Stockwell had spoken from a procedural point of view. She stated there is a need to address this issue in terms of fairness and equity as the workload is extensive.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

URBAN/MUNICIPAL

CA40NHBLW26

M36

1990

URBAN MUNICIPAL

OCT 17 1990

GOVERNMENT DOCUMENTS

A G E N D A

(Board of Ed.)

PERSONNEL & ORGANIZATION COMMITTEE

1990 10 11

Confirmation of the minutes of the last regular meeting of 1990 09 13.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

- | | |
|---|---------|
| 1. Staffing Report | Page A1 |
| 2. Report of the Affirmative Action Committee | Page 1 |

NEW BUSINESS:

- | | |
|---|--------|
| 1. Recommendations of the Director of Education | Page 2 |
|---|--------|

ELEMENTARY/SECONDARY

NEW BUSINESS:

- | | |
|---|--------------------------|
| 1. Recommendations of the Director of Education | Pages 3 to 5,
Page 5A |
| 2. Requests for Four Over Five Plan | Page 6 |
| 3. Hiring of an Administrative Assistant (Secondary) -
Requested by Trustee R. Stewart | |

1990 10 11

PRELIMINARY STAFF REPORT SUMMARY
(Full-Time Equivalent)

	1990 Budget	Sept.1990	Oct. 1990 Estimate
Administrative and Support Staff	493.542	493.542	493.542
Lunchroom - Elementary	109.74	110.8	111.4
- Secondary	7	7	7
- Vocational	2.6	2.14	2.14
Bus Supervisors	16.5	17.68	17.68
Lunchroom Assistants	6.43	6.556	6.556
Educational Assistants	218.5	220.5	220.5
Caretakers/Maintenance/ Warehouse (incl.asbestos)	220	222	222
Cleaners/Cooks	347	347	347
Co-ordinators/Consultants	75.667	75.667	75.667
Teachers - Elementary at school locations	1,605.4	1,617.6	1,617.7
- Elementary not at school locations	6.25	6.25	6.25
- Sec. Composite	830	836.333	838.666
- Sec. Vocational	117	117.833	117.833
- Sec. Vanier	34	33.5	33.5
- Elementary TR	23	21	21
- Secondary TR	7	8	8.667
Staff on loan - Teachers	34.917	34.917	34.917
- Consultants	.333	.333	.333
- Clerical	.5	.5	.5
	<u>4,155.379</u>	<u>4,179.151</u>	<u>4,182.851</u>

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

Yvonne Chin (E), 1990 10 19 (.5)
Donna Day (E), 1990 10 19
Carol DeSoer (E), 1990 10 19 (.5)
Donna Talbot (E), 1990 10 19 (.5)

7. RESIGNATIONS

(a) That the resignation of the following teacher, effective as shown, be accepted with regret:

Lesley Dalgarno (E), 1990 11 16

8. LEAVES

Return from Leave of Absence

Alan Kingston (S), 1990 10 09 (4/6 - 2/3 Sem. 1 and Sem. 2)
Elizabeth Lupton (E), 1990 11 02

9. OCCASIONAL STAFF

Barbara Brawn (E), 1990 10 16 to further notice
Eleanor Dunmore (E), 1990 10 11 to further notice
Janette Heaven (E), 1990 09 04 to 1990 10 05
Helen Jovanovic (S), 1990 09 13 to further notice (2/3)
Gerrie Kammermayer (S), 1990 10 15 to 1991 02 01
Joan McConnell (E), 1990 10 09 to 1990 12 21
Douglas O'Connor (E), 1990 11 12 to 1991 03 08
Susan Shaker (S), 1990 09 05 to further notice (2/3)
Bernice Watts (E), 1990 10 09 to 1991 01 27

SEPTEMBER, 1990

1990 09 13

PERSONNEL

AND

**ORGANIZATION
COMMITTEE**

CA4 ON HBC W26

URBAN/MUNICIPAL

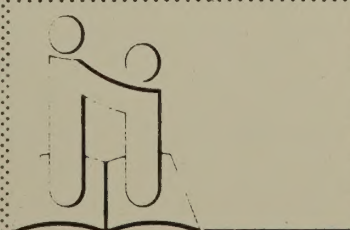
M36

1990

URBAN MUNICIPAL

SEP 28 1990

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 09 13

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

- | | |
|--|---|
| 1. Report from Officials re Request for Staffing Information | 1 |
|--|---|

NEW BUSINESS:

- | | |
|------------------------------------|---|
| 1. Recommendations of the Director | 3 |
|------------------------------------|---|

ELEMENTARY/SECONDARY

NEW BUSINESS:

- | | |
|-------------------------------------|---|
| 1. Recommendations of the Director | 3 |
| 2. Requests for Four Over Five Plan | 4 |

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

AND

GENERAL

STATEMENT OF THE LANDS IN THE STATE

AND OF THE LANDS IN THE STATE

AND

STATEMENT OF THE LANDS IN THE STATE

AND

AND

STATEMENT OF THE LANDS IN THE STATE

AND

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 09 13

Present: Mr. W. Hicks (Chairman); Trustees Bishop, Hill, Mulholland, Paquin, R. Stewart and Clarke.

Not

Present: Trustee Detwiler

Also

Present: Trustees Allen, Baskin, Deans, Johnston, Kennedy, Korz, Patenaude Barker, Penner and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
P. Shewfelt (Superintendent of Finance and Treasurer)
R. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
D. Rothwell (Superintendent of Schools - Area Five)
R. Lavoie (Superintendent of Schools - French as a First Language)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes.

Moved by Ms. Stewart:

That the minutes of the last regular meeting of 1990 07 12 and special meeting of 1990 08 30 be approved as presented. CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report from Officials
re Request for
Staffing Information

Mr. Sinclair reviewed page A1 which detailed the changes being introduced with the September presentation of the Recommendations of the Director relative to staffing.

Mr. Sinclair then spoke to the Preliminary Staff Report Summary on page A2, noting that the statistics shown are based on the current school year's organization and stressed that this data is preliminary. He advised the members that another report, updated to include enrolment figures based on the September 30th reports, will be presented next month. It is the intention to bring staffing reports on a regular basis to the Personnel & Organization Committee.

In summary, Mr. Sinclair stated these changes in reporting are designed to enhance the amount of information that is presented to the Committee in relation to the budget.

On page A2, Mr. Sinclair suggested removing the word "Projections" under the column 1990 Budget as these figures are in balance with the budget estimates.

Mr. Sinclair, in drawing attention to the variance of 22 staff from the budget, emphasized that this is one of the lowest variances over the last 5 years. He felt this gives validity to the staffing plans that have been developed to control budget expenditures.

Mr. R. Kennedy reminded the Committee of the difficulties experienced in formulating teacher projections in November for budget estimates. He also stressed that, as a result of much work and effort, the variance between staffing projections and actual staff is closer than ever before.

Mr. R. Kennedy wished the Committee to be aware that the Superintendents of Schools have met with school staffs this week to examine school organizations for possible openings and/or closings, bearing in mind the budget directions as well as the Board's contractual obligations.

Mr. R. Kennedy, in reply to Mrs. Hill's question, explained the term "associate teacher" and stated that only three associate teachers remain who have had to be placed in regular classroom assignments.

Mr. R. Kennedy clarified that had the officials known in November that component staffing would definitely be implemented system-wide, 837 secondary school teachers would have been projected for the budget. Mr. Kennedy further explained that component staffing has been implemented in 10 composite secondary schools. There is one secondary school that because of its uniqueness the component staffing will be determined this year. There are vocational schools not under component staffing.

In answer to Mrs. Hill, Mr. R. Kennedy suggested that one to two additional teachers would be required should the one remaining composite secondary school and the two vocational schools become staffed under component staffing.

Mrs. Bishop welcomed the reporting of these statistics and the direction this represented. It was confirmed for Mrs. Bishop that the 15 additional teachers represented the number that would have been required to reduce the enrolment in grades 1 and 2.

Mr. Sinclair reported that the "Elementary teachers not at school locations" are 5 Gifted Learning Resource Teachers who are assigned to areas for school support and one is a hospital teacher.

Mrs. Bishop was pleased to see there was not a large growth in educational assistants and noted there is a report being prepared.

Mrs. Deans expressed concern around the assignment of educational assistants. She asked how many children have come into the system since September with needs that require an educational assistant.

While he did not have the exact numbers, Mr. Stockwell replied that the Superintendents of Schools have accommodated such needs by re-allocating the existing educational assistants to the student the greater need.

Mrs. Deans cautioned the Board not to regress to creating waiting lists and then hiring. She noted a particular situation requiring an educational assistant had come to her attention recently and hoped educational assistants will be hired as needs arise.

It was agreed:

That the Report from Officials re Request for Staffing Information be received for information.

NEW BUSINESS:

Recommendations of the Moved by Dr. Johnston:
Director of Education

That the Recommendations of the Director of Education be approved as presented.

Mrs. Bishop, in reference to the recommendations to confirm staff in their particular positions, questioned the current process for performance reviews in order to make these recommendations.

Mr. Sinclair replied that employees on administrative staff (non-teaching) are hired on a one-year probationary term and their work is evaluated during that period. The Supervisor then makes a recommendation to the officials as to whether the person should be assigned to permanent staff.

Mr. Sinclair added, however, that a review of the evaluation procedures is being conducted with a view to strengthening our procedures and commitment to manage according to objectives. It is one of our goals this year.

Mr. Mulholland asked whether there were any inside applicants qualified for the position of Chief Mechanic - Carpentry.

Mr. Sinclair responded that the two people being recommended for these appointments are from the community and to his knowledge there were no fully qualified inside applicants.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Moved by Mrs. Bishop:
Director of Education

That the Recommendations of the Director of Education be approved as presented.

Mrs. Bishop asked the process currently in effect for confirming principals and Department Heads in their respective positions.

Mr. Stockwell noted that principal and vice-principal appointments are on an Acting basis for three years in secondary schools and two years in elementary schools. During that time, the Superintendent of Schools is responsible for making recommendations with respect to permanent appointments. There is another process for reviewing Department Heads that involves the Superintendents of Schools and the Principals.

Mr. Stockwell added that both processes are in need of review and one of the priorities for the coming year is to revamp the process for evaluation in these areas.

The motion was put to a vote and was CARRIED.

Request for Four
Over Five Plan

Moved by Mr. Mulholland:

That the following requests re "Four Over Five" Plan approved:

(a) That approval be granted for the request of Katherine Conway to change the year of her Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the Elementary School Collective Agreement, from the 1995-96 school year to the 1994-95 school year.

(b) That approval be granted for the request of David Phillips for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary School Collective Agreement for the 1994-95 school year, effective 1994 09 01 to 1995 06 30.

(c) That approval be granted for the request of Nancy Rundle for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the first semester of the 1992-93 school year, effective 1992 09 01 to 1993 01 31.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

rm

CHAIRMAN

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Personnel & Organization Recommendations

This is pursuant to the report of 1990 07 12 re ways of improving the presentation of information to P & O, and the reporting of data relative to the approved Budget.

Beginning with the September recommendations, we have introduced two changes

- presentation of recommendations in an easier-to-read format
- a preliminary staffing report

The new format has the information organized under nine headings:

1. Probationary Staff Appointments
2. Permanent Staff Appointments
3. Promotions
4. Internal Appointments
5. Timetable Changes
6. Retirements
7. Resignations
8. Leaves
9. Occasional Staff Assignments

and coded (E) elementary and (S) secondary.

Where appropriate, footnotes will be added indicating items without a budget allocation.

The attached report shows the staffing numbers as of the first week of September vis-a-vis staff estimates in the 1990 Budget plan. The teacher data is preliminary based on the number of Full Time Equivalent positions on school organization plans. The figures do not include supply or replacement teachers. Next month this data will be updated and will include enrolment figures based on September 30th reports.

It is our intention to bring regular staffing reports to P & O.

Prepared and submitted by:

D. B. Sinclair, Superintendent of Human Resources
A. L. Stockwell, Associate Director

Approved by:

K. A. Rielly, Director of Education and Secretary

1990 09 13

PRELIMINARY STAFF REPORT SUMMARY
(Full-Time Equivalent)

	1990 Budget Projections	Sept.1990 Estimate
Administrative and Support Staff	492.542	492.542
Lunchroom - Elementary	109.74	110.8
- Secondary	7	7
- Vocational	2.6	2.14
Bus Supervisors	16.5	17.68
Lunchroom Assistants	6.43	6.556
Educational Assistants	219.5	220.5
Caretakers/Maintenance/ Warehouse (incl.asbestos)	220	222
Cleaners/Cooks	347	347
Co-ordinators/Consultants	75.667	75.667
Teachers - Elementary at school locations	1,605.4	1,617.6
- Elementary not at school locations	6.25	6.25
- Sec. Composite	830	836
- Sec. Vocational	117	117.833
- Sec. Vanier	34	33.5
- Elementary TR	23	21
- Secondary TR	7	8
Staff on loan - Teachers	34.917	34.917
- Consultants	.333	.333
- Clerical	.5	.5
	4,155.379	4,177.818

NOVEMBER, ⁸ 1990
^

PERSONNEL AND ORGANIZATION COMMITTEE

CA40NHBLW26

URBAN/MUNICIPAL

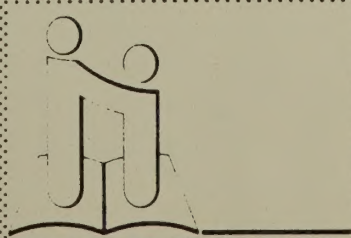
M36
1990

[B.of Ed.]
[minutes]

URBAN MUNICIPAL

NOV 22 1990

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 11 08

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Evaluation of SALEP/Educational Assistant 1
2. Evaluation of Job Coach, Transitional Work Experience
(formerly Operation Employability) 4
3. Report re Travel Allowance Schedule 6

NEW BUSINESS:

1. Recommendations of the Director of Education 6
2. Report on Staffing 1990-91 6
3. Review of Procedures for Selecting Supervisory Officers 9
4. Performance Review Instrument - Director of Education 11
5. Report of the Supervised Alternative Learning for Excused
Pupils (SALEP) Committee 13
6. Motion to Thank the Chairman 13

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 14

REPORT OF THE COMMISSION
1957-1958

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES

1. Resolution of SALIVATIONAL Assistant
2. Resolution of the Board, Transnational Work Committee (Community Operations Department)
3. Report on Travel Allowance Schedule

NEW BUSINESS

1. Recommendation of the Director of Education
2. Report on Staffing 1959-60
3. Review of Procedures for Selecting Department Officers
4. Recommendation of the Director of Education
5. Report of the Supervised Activities Learning for Exposed (Public Health) Committee
6. Motion to Thank the Chairman

RESOLUTIONS

NEW BUSINESS

1. Recommendation of the Director of Education

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 11 08

Present: Mr. W. Hicks (Chairman); Trustees Bishop, Hill, McWhinnie, Mulholland and Paquin.

Not

Present: Trustees R. Stewart and Clarke.

Also

Present: Trustees Allen, Baskin, Cunningham, Deans, Kennedy, Korz, Lowe and Penner.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Binns (Superintendent of Schools - Area Three)
R. Lavoie (Superintendent of Schools - French as a First Language)
R. Kennedy (Assistant Superintendent of Staffing)
S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes of the previous meeting.

Moved by Mr. McWhinnie:

That the minutes of the 1990 10 11 meeting be approved as presented.
CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Evaluation of SALEP/
Educational Assistant

Mr. Skidmore called on Ms. D. Sayers (Special Needs Counsellor) and Mr. B. Schofield (Co-ordinator, Adjustment Services) to join him in the presentation.

Mr. Skidmore reported the positive feedback on the SALEP program in providing assistance to a select group of 14 and 15 year old students. He noted the legal process for attending to the special needs of these students has shown the need for the services of an additional staff member, i.e. the SALEP/Educational Assistant. Mr. Skidmore recalled the past action taken by the Board in considering the position, emphasizing that a 6-month review of the job was conducted.

Mr. Schofield provided historical background on the nature of the SALEP program and concluded that with the increasing complexity of the process it required exploring how the situation could be handled effectively.

Ms. Sayers gave an overview of the role of the SALEP Educational Assistant and its impact on the overall mechanics of the SALEP program. Mr. Schofield

explained the direct benefits accruing to the Board with the assistance provided by the Educational Assistant in facilitating coverage of the students with Worker's Compensation to conform to the Ministry's mandate; he also referred to the efficient handling of the bulk of paper work associated with the process.

If the position is approved, Mr. Skidmore said this area will be involved in the overall comprehensive program review of the department.

Mr. Kennedy appreciated the efforts by SALEP staff in assisting promising young people. He inquired how the prospective employers perceive the students' reliance on the Educational Assistant during the job application process.

Ms. Sayers clarified that the role of the SALEP Educational Assistant is to impart the work skills to the students when they are on their own. She said it is important for the Assistant to role model for the students and stressed the response from the employers is tremendous. They are very supportive of the program.

Mr. Schofield clarified for Mr. Desmarais that the person in the position is not a member of the teaching staff. He said Pay Equity had been requested to assess the position in terms of Grade classification.

In response to Mrs. Bishop's query, Mr. Skidmore said Table #1 referred to on Page 3 of the report was inadvertently omitted and a copy will be attached to the minutes (see attached). He explained this table reflects the tasks of the SALEP Educational Assistant, e.g. contacts with employers, home visits, phone follow-ups, etc.

In reply to Mrs. Bishop's further query, Mr. Skidmore stated that the role rather than the individual assuming the position will be evaluated in the overall program review. He expressed assurance the employee in place is performing well in this capacity.

Mrs. Hill expressed her concern with the recommendation to hire in light of the on-going program review.

Mr. McWhinnie stated his concerns on the financial implications of the position. Mr. Sinclair clarified for Mr. McWhinnie that the salary range reflected in the report does not include the benefits, which is estimated to be about 12% of the base salary.

Mr. Skidmore explained that the program review will involve all aspects of special services and program delivery, thus including the SALEP program. He noted a report on the comprehensive review will be

brought to the Development Committee in early 1991 and this will be followed by a direction paper approximately March, 1991.

Replying to Mr. McWhinnie's question, Mr. Skidmore stated it is expected the overall program review will bring improvements to the Program Department as the officials will be looking at the present level of effectiveness, how the system compares with other school boards in the city and provincially; thus, requiring an overall effective analysis.

Mr. McWhinnie said if the position is made permanent and it is found in the future the person is no longer needed, he asked what the direction will be then. Mr. Skidmore said every aspect of the operation will be assessed as our mandate includes the consideration of redeployment of human resources when the situation calls for it. If that happens, the officials will be coming back with a new recommendation. He noted every position is part of the total analysis being done. He reminded the members this position is ending by the end of November and it will be difficult to do an evaluation of the SALEP program without including the impact of this position. He expressed concern that a less efficient service could result if the recommendation is not passed. He added the Board should be in a position to continue providing the existing level of service and at the same time fulfilling the Board's legal responsibilities with respect to the SALEP program.

Agreeing with Mr. McWhinnie's views, Mrs. Baskin thought it may be better to extend the position for another year.

Moved by Mrs. Baskin:

That the position of Educational Assistant/SALEP be extended for a one-year term.

Mrs. Hill said it may be appropriate to specify the extension until June, 1991 in light of the position ending this month and taking into consideration the on-going program review.

Moved in amendment by Mrs. Hill:

That the position of Educational Assistant/SALEP be extended until June, 1991.

Mrs. Baskin withdrew her motion.

In response to Mr. McWhinnie, Mr. Sinclair explained the person assuming the position has attained service seniority rights under the Collective Agreement, which includes lay-off rights and the right to bid for another position. He cautioned the Board could have

some legal obligations in this situation.

Mr. Skidmore said the individual assumed the SALEP position from the Educational Assistant staff. If the position is terminated, the person would continue employment with this Board because of her seniority with the Board.

Mr. Sinclair explained the collective agreement for the Board and this individual.

Mrs. Baskin stated the Board needs this individual and she saw the situation to be analogous to the recently approved extension of the position of the Affirmative Action/Employment Equity Co-ordinator. She favoured extending the SALEP Educational Assistant position for one full year to provide for a closer study of the review.

The motion was put to a vote and was CARRIED.

Evaluation of Job
Coach, Transitional
Work Experience
(formerly Operation
Employability)

Mr. Skidmore introduced Mr. R. Adams and E. Hipkiss, Special Education Co-ordinators. In presenting the report and its recommendation, Mr. Skidmore felt he was in a similar position with the report presented earlier.

Mr. Hipkiss reviewed the report with the members.

Mr. Sinclair clarified for Mr. McWhinnie that the salary range reflected in the report does not cover the benefits that go with the position.

Mr. McWhinnie suggested adopting a similar motion as the one for the SALEP Educational Assistant position for this recommendation.

Mr. Skidmore referred to the statistics on Page 6 of the report reflecting that 5 students have graduated from this program and stated he considered this to be a significant achievement for the program. He said this gives enough justification for the Job Coach position and clarified for Mr. McWhinnie that the intent for this program is to review the funding requirements as well as review and explore other alternatives worth pursuing.

Moved by Mr. McWhinnie:

That the position of Job Coach - Transitional Work Experience Project be extended until June, 1991.

Mr. Kennedy said compliance to this program was not made mandatory by the Ministry and he believed the taxpayers should not be burdened by this additional hiring expense.

In response to Miss Cunningham's concerns as to the impact of pay equity when the position becomes permanent, Mr. Hipkiss reported this job has already been submitted to Pay Equity for proper assessment and classification.

Mrs. Bishop spoke in support of the recommendation and emphasized the worthwhile initiatives undertaken through this program.

Mr. Korz stated it would be improper to always consider the Ministry of Education as "continually tossing things in our lap" in terms of the programs mandated. He acknowledged the importance of the Transitional Work Experience Project and the creative ways initiated in assisting the over 21 year old trainable retarded persons but he said the expenditures the program entails should not be included in the Board's budget. He reminded the members of the difficult decisions which must be made during budget time.

Mrs. Lowe expressed her reluctance to support the recommendation at this time as she felt that due to the difficult economic times, the Board cannot continue to include more support staff. She felt this organization should proceed in its operation with a great deal of caution and must seriously look at deployment of staff.

Mr. Skidmore clarified for Mr. Desmarais that the program is within the Board's mandate in terms of the age of the students involved. He emphasized that school boards are required to establish a program for this type of student. He noted that after the initial period mandated for the program by the Ministry, the three local boards adopted different ways of continuing the program, i.e. the Hamilton-Wentworth Roman Catholic Separate School Board opted to continue the program with the employment of five Educational Assistants while the Wentworth County Board went to a "fee for service" basis.

Mrs. Deans supported the amendment and commended the program as she is opposed to "dropping" the assistance when a student reaches beyond 21 years of age.

Responding to Mr. Allen's concerns relative to the salary range for the position in light of pay equity, Mr. Skidmore emphasized the level of this position is quite distinct from the position considered earlier, i.e. SALEP Educational Assistant as this person is responsible for the entire system, i.e. the satellite program.

Mr. Allen supported the motion as he considered this to be a relatively short extension period which will provide the Program Department the opportunity to evaluate the program. He appreciated the strategy

of effective redeployment of staff being incorporated in the overall program review.

Mrs. Bishop, in supporting the recommendation, believed that handicapped students should be provided with similar programs, e.g. the Co-op Program, extended to regular students.

Mr. Korz stated it should be understood that the concerns raised were not directed at providing assistance to the trainable retarded young people but rather the issue was centered on the additional expenditure the recommendation entailed. He stressed it was not an easy decision for all trustees.

Mrs. Baskin commented this Board is historically known for having had segregated schools for its students. She noted the separate school board, in spite of its limited facilities, continues to adopt the mainstreaming system.

Mrs. Baskin felt these special students should have the same opportunities as everyone else. She recalled our Board closed 3 schools for the mentally retarded children and integrated the students in the regular classes. She said these students deserve the assistance provided since they are employable given the proper help.

The motion was put to a vote and was CARRIED.

Report re Travel Allowance Schedule

Mr. Sinclair advised that the report on the Travel Allowance Schedule will be presented next month to this Committee.

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Korz:

That the recommendations of the Director of Education be approved as presented.

Mr. Korz noted the retirement of Mrs. A. Kershaw and expressed his appreciation for her efficiency as Supervisor of Administrative Services.

Mr. Rielly assured Mr. Allen a replacement will be appointed to cover for Dr. Bountrogianni, Acting Chief Psychologist, during her Maternal Leave of Absence.

The motion was put to a vote and was CARRIED.

Report on Staffing 1990-91

Mr. R. Kennedy reviewed the report with the members and commended the staff who assisted in the preparation of this document.

The review process pertaining to staffing was detailed by Mr. R. Kennedy and he emphasized the problems encountered in applying the staffing formula to determine the average class size. Among the areas which presented considerable difficulty are the combining of Grades 4 and 5 and the continued growth in enrolment at the Elementary level. For the Secondary level, Mr. Kennedy reported there were no grievances encountered on staffing and he interpreted this to mean the system is stable.

In response to Mrs. Hill's question on Page 19 regarding the ratio of enrolment with the teaching staff for the Secondary panel, Mr. Kennedy explained that there is a variance of about 8 and this is partly due to the implementation of component staffing model across all schools, requiring 10 additional teachers.

Mr. Kennedy, in reply to Mrs. Bishop's inquiry on Page 16 pertaining to the average class size target for Grades 1 and 2, said there is no penalty imposed by the Ministry if schools go over the average. However, he said this situation may require additional portables. Mr. Kennedy explained further for Mrs. Bishop the rationale for the variances which resulted in developing the class sizes.

Mr. McWhinnie commended the report. Referring to Page 27, he asked whether a similar report could be made for the Secondary and Vocational schools. Mr. Kennedy responded that since we are in a transition period in this panel, the information will not be significant as there is no relationship with the new component model. He said the data can be provided for information purposes, if needed.

Referring to Page 18 of the report, Mr. McWhinnie noted the decline in class sizes and inquired if substantial changes in Grades 3 to 8 occurred during the last 2 or 3 years. He said it may be helpful to record the trend and decide on the proper course of action to take, e.g. re-negotiate the contracts so these line up better with the concept of organization. He added the officials could look at having no integration, larger class size or split the classes. He called for closer consideration of this issue.

To clarify further concerns raised on split classes and integration, Mr. Stockwell explained that over the years the Federations have shown interest in looking at division of class sizes and negotiating downward. He acknowledged that split classes are very much a part of our system now.

Mr. Kennedy clarified for Miss Cunningham that the 12,708 Composite School enrolment figure for 1990 includes the adult students taking the full-time program.

Miss Cunningham raised the issue of being over budget with respect to the teaching staff enrolment. She said this represents a big impact on Lines 1 and 2 of the approved budget. Mr. Hicks clarified that it appears the Board is looking at about 27 extra positions and this translates to around \$700,000 over what was budgeted for and is "all in", including lunchroom supervisors, etc.

Mr. Stockwell acknowledged the frustrating situation encountered in forecasting the number of teachers required in a given year. The number of teachers is determined by enrolment, collective agreement staffing clauses and school organizations. At present, enrolment in developing mountain areas is very uncertain. Collective agreements set staffing limits which we may not exceed; therefore, we must always have some additional teachers beyond those generated by the formula. School organizations always require some additional teachers to avoid unacceptably large classes or an excessive number of split classes. In Secondary School level, the new component staffing formula makes forecasting much more difficult than the previous method which was based on Pupil Teacher Ratio (PTR).

Miss Cunningham said she raised the issue because of what was experienced with last year's budget and again this year. She thought it may be more appropriate to reflect this in the yearly budget forecast as the situation seems to be an on-going one.

In response to Mrs. Dean's request for historical trends on class size by grade in Area 4 schools, Mr. Rielly clarified that the information is too extensive to include in this Staffing Report package. He said information on any particular school area or school can be provided upon request by any trustee.

Mrs. Deans observed that there is a trend for this Board to hire the majority of its teaching staff from student teachers about to graduate from the teaching faculties rather than from the supply list in our system. She wondered if this practice is fair and she considered our supply teachers to be more experienced than the recent graduates.

Mr. Kennedy clarified that hiring these teachers from teachers' college was conditional upon their successful completion. He noted that this Board aims to hire the best and the interviewing team recommended 50 student teachers who were in the process of graduating from the teaching course while the remaining 30 came from our supply list. He assured the members the qualifications of all the candidates were carefully considered during the hiring process.

It was agreed:

That the Report on Staffing 1990-91 be received for information.

**Review of Procedures
for Selecting Supervisory
Officers**

Mr. Rielly recalled that when the procedure was approved, 1990 02 20, it was agreed it would be reviewed by the trustees on a regular basis. The procedure was discussed at the last Chairs Committee meeting and the recommendation reflected in this report resulted. He then detailed the proposed process for the initial interview of the candidates, underscoring the participation of officials in short-listing for three candidates who will then be interviewed by the full Board.

Mr. Rielly, clarified for Mr. McWhinnie the positions involved are those classified as Supervisory Officers.

Mr. Rielly replied to Mr. Korz that the only change proposed for the procedure is the composition of the interview committee for short-listing the candidates. He added no definite number of trustees and officials has been decided at this time but it should be more trustees than officials.

Moved by Mr. Korz:

That the report Re: Procedure for Selecting Supervisory Officers be approved as presented.

Mr. Hicks stated the motion can be voted upon or opened for discussion.

Mr. Rielly, responding to Miss Cunningham's concerns, emphasized that a combination of trustees and officials would vote to short-list the candidates but the officials will not be involved in the final voting conducted by the Board.

Miss Cunningham wondered how much input should the officials have in the interview process; she was apprehensive that the trustees could lose control of the people being selected.

Mrs. Baskin shared Miss Cunningham's opinion and said that the Director of Education or his designate may certainly screen the applications, however, boundaries should always be set. She stated that trustees are elected to set the policies and hire the senior officials and the Director can always assist in the process. She underscored that this fall under the trustees' rights and responsibilities as specified in the Education Act.

Mr. Desmarais expressed his concern with officials being a voting member as trustees are elected to do that. Officials can act in an advisory capacity and ask the questions.

Mr. Desmarais explained his concern regarding the procedure followed in the event of a tie vote.

Mr. Allen supported the recommendation to have officials included in the interview process as they will be directly responsible for the person selected. He reminded the members that trustees are not experts in the education field and he urged utilizing the expertise available in this respect.

Mrs. Bishop commented that the aim of reviewing the procedure is to develop and refine the process in an objective manner in order to get the best person on our staff. She said the process should be fair and perceived as such throughout the system. It was suggested by Mrs. Bishop that the members accept the recommendation and then do an evaluation to determine how this will work for the Board.

Mr. Korz also expressed his concerns with the procedure relating to the casting of votes in the event of a tie. He said the Chairman of the Board should always remain impartial and withhold his/her vote.

Moved by Mr. Korz:

That during the Selection Process for Supervisory Officers the Chairman of the Board shall remain impartial, withholding his/her vote and shall only cast his/her vote in the event of a tie.

Mrs. Baskin agreed with Mr. Korz' views and said the Chairman of the Board should always remain neutral. She felt, however, that the motion should be considered by the Rules and Regulations Committee prior to its implementation.

Mr. Korz' accepted Mrs. Baskin's suggestion of referring his motion to the Rules and Regulations Committee as this may be outside the mandate of this Committee.

Moved by Mr. Kennedy:

That the following motion be referred to the Rules and Regulations Committee for consideration:

That during the Selection Process for Supervisory Officers the Chairman of the Board shall remain impartial, withholding his/her vote and shall only cast his/her vote in the event of a tie.

CARRIED

Mr. Hicks recalled that earlier this year a problem arose due to different interpretations by some trustees regarding attendance at the in-service workshops.

Moved in amendment by Mr. Desmarais:

That the Procedures for Selecting Supervisory Officers be amended as follows:

That trustees who are not members of the Personnel and Organization Committee may take part in the discussions and voting for the short-listed candidates provided they are present for all interviews.

Discussion then ensued pertaining to attendance by trustees at the in-service workshops in order for them to participate in the interview/voting process for the short-listed candidates. Some trustees agreed with Mr. Desmarais' recommendation of deleting the phrase referring to trustees' involvement with the training workshops while some members suggested re-wording the entire paragraph dealing with the in-service. Mr. McWhinnie felt the trustees should be encouraged to attend these in-service sessions as opposed to a mandatory participation.

The amendment was put to a vote and was CARRIED.

Moved in amendment by Mr. Desmarais:

That in the event of a tie vote in the selection of the successful candidate, a second ballot will be held without debate. In the event of a second tie vote, the final two candidates would be re-interviewed by the Personnel and Organization Committee and the Board.

It was clarified for Mrs. Hill that by voting to adopt the Report on Pages 29 and 30, the recommendation on Page 28 is eliminated.

The motion, as amended, to adopt the Report re Procedures for Selecting Supervisory Officers was voted on and CARRIED.

Performance Review
Instrument - Director
of Education

Mr. Rielly explained the Performance Review process for the Director of Education stressing his contract included a clause providing for a regular performance review by the Board. He then referred to the assessment instrument which he recommended be incorporated in the Performance Review process for the Director of Education along with the priorities of the Board and the Director's objectives.

Moved by Mr. Korz:

That the assessment instrument be incorporated in the process for the Performance Review of the Director of Education.

Mrs. Baskin noted the confidential nature of the document and expressed concern with the necessity for the evaluator to affix his/her signature.

Mr. Rielly stated that, with the Freedom of Information Act taking effect in January, 1991, it will be a requirement that any information in association with another person must be signed. Recognizing the confidentiality of the information contained in the assessment instrument, Mr. Rielly said the Chairman of the Board will not "single out" any of the trustees in communicating the information gathered. He believes the whole process will be done in a most objective manner and that he is interested in seeing the comments rather than the identity of the evaluators.

Mr. Allen commended Mr. Rielly for his initiative and felt the decision tonight should not be "side tracked" by the Freedom of Information issue. He considered this as a very important piece of information which can provide a clear direction to the Director in terms of managing the organization.

Mr. Rielly said it may be beneficial to approve the recommendation now as Bill 49 will not be effective until January, 1991; the proposed process may then be evaluated during the interim period.

Mr. McWhinnie appreciated Mr. Rielly's leadership in this regard and said this will make the public perceive this Board as a responsible organization. He said he would like to see the process implemented right down to the lowest level of the system and he urged the members to assist the Director in setting measurable and specific goals and objectives for the Board.

In response to concerns as to the impact of the Freedom of Information Act on the assessment instrument, Mr. Skidmore (requesting not to be considered as an expert on this matter) stated that based on previous legal counsel obtained relating to Bill 49, any document would require a signature in order to be legally valid. He noted the Bill will indeed alter the way we do business now.

Moved by Mr. Korz:

That the motion to incorporate the assessment instrument as presented in the process for the Performance Review of the Director of Education be tabled. LOST

Mr. Korz acknowledged that the Freedom of Information Act will permeate every area of the organization and said this will have implications on the proposed assessment instrument. (At this point, he explained he had made an illegal motion as he had put forth the motion to accept the recommendation.)

The previous motion of Mr. Korz was put to a vote and was CARRIED.

Report of the Supervised
Alternative Learning for
Excused Pupils (SALEP)
Committee

Moved by Mr. Korz:

That the following Report of the Supervised Alternative Learning for Excused Pupils (SALEP) Committee be received for information:

(a) That the following recommendation from the Annual Report for 1989-1990 be approved:

(i) That the position of SALEP/Educational Assistant be made permanent.

CARRIED

At this point, Mrs. Bishop inquired about the status of the Affirmative Action/Employment Equity Policy which she learned was referred to the officials at the last meeting of that committee. She thought this would have been on the agenda for tonight.

Mr. Sinclair clarified that the Policy was referred to the officials for review by the Board's solicitor as to the wording of some clauses in the Policy.

In response to Mrs. Bishop's statement that she has noted reports referred for officials' consideration were not sent back to trustees through the Standing Committees, Mr. Rielly clarified that officials ensure that every report referred back to them is closely examined. Referring to the document in question, he said the officials are currently working with the people responsible for this report, i.e. the Human Resources Department and a report is forthcoming to the Personnel and Organization Committee next month to provide the required information.

When Mr. Hicks' advised that the issue should be dealt with at another time as this was not on the agenda, Mrs. Baskin challenged the Chair as she felt Mrs. Bishop had every right to make her statements.

The challenge was put to a vote and was LOST.

Motion to Thank the
Chairman

Moved by Mrs. Deans:

That the members express to Mr. Wes Hicks their appreciation for the effective and competent manner in which the meetings of this Committee have been conducted throughout this past year. CARRIED

ELEMENTARY/SECONDARYNEW BUSINESS:Recommendations of the
Director of Education

Moved by Mr. McWhinnie:

That the recommendations of the Director of Education be approved as presented.

It was clarified for Mrs. Hill that all appointments to the teaching staff reflected in the recommendations were reflected in the Staffing Report 1990-91 with the exception of the increase for 1/3 teacher.

Referring to the pending retirement of Mr. D. Rothwell, Superintendent of Schools (Area 5), and in light of concerns raised as to the optimum number of areas required by the system given the continued growth on the Mountain area of the City, Mrs. Hill put forth the following motion:

Moved by Mrs. Hill:

That the officials conduct a study to determine the number of areas required to effectively and efficiently co-ordinate the system and report back to this Board by January, 1991.

Mr. Allen expressed some concerns for the lower City and the need for this study. He wanted to ensure the study of the total system would reflect favourably on all the City and not just some parts of it.

The motion was put to a vote and was CARRIED.

At an in-camera session of the meeting, the following motion was considered:

Moved by Mrs. Baskin:

That the services of Kelly Prevost, Caretaking Staff, be terminated effective 1990 11 06. CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

TABLE #1
KAREN DELL
SALEP ASSISTANT
STATISTICAL REPORT FOR THE PILOT PROJECT (1990)

	APRIL	MAY	JUNE	SEPTEMBER	OCTOBER	NOVEMBER
INTERVIEWS			1	20	5	
HOME CONTACTS - PHONE	23	46	62	39	88	
HOME VISITS	14	24	18	13	17	
EMPLOYER CONTACTS - PHONE	13	35	68	33	19	
- ON SITE	13	35	47	9	9	
SCHOOL CONTACTS - PHONE		2	9	31	10	
SCHOOL VISITS	3	1		1	2	
CONSULTATIONS - SYSTEM	11	21	3	2	12	
- COMMUNITY	6	11	1	10	25	
CONFERENCES - SYSTEM				8	7	
- COMMUNITY		3		1		
GROUP SESSIONS	4		3			
■ JOB SEARCH IN COMMUNITY WITH STUDENT (COACHING)		4			5	
■ NUMBER OF STUDENTS SERVICED	29	36	43	55	48	
■ WORKER'S COMPENSATION FORMS PROCESSED ■ 4 SIGNATURES ■ BACKLOG $\frac{1989}{24} \mid \frac{1990}{10}$	9	7	11	18	1	
■ CONTRACT'S PROCESSED ■ 3 SIGNATURES ■ BACKLOG $\frac{1989}{9} \mid \frac{1990}{8}$	12	15	20	12	6	
■ KILOMETERS TRAVELLED	151	374	354	211	304	

CA40N.HBL.W26.M36

URBAN/MUNICIPAL

1990

DECEMBER, ¹³ 1990
A

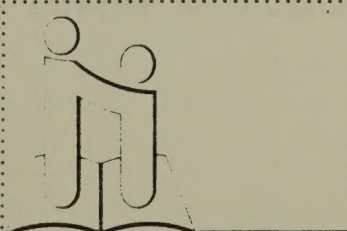
PERSONNEL AND ORGANIZATION COMMITTEE

DUP

URBAN MUNICIPAL

JAN 17 1991

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1990 12 13

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Report re Travel Allowance Schedule 1
2. Report from the Officials re "Career Planning" (Affirmative Action/Employment Equity Committee) 2

NEW BUSINESS:

1. Recommendations of the Director of Education 3
2. Staffing Report 3
3. Personnel Priority Package 5
4. Update - Unemployment Insurance Bill (requested by Canon Rogers) 5
5. Assistant Superintendent of Program 5
6. Special Assignment - Human Resources Department 8
7. Report of the Affirmative Action/Employment Equity Committee . 10
8. Administrative Staff Salaries 11

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 14

THE UNIVERSITY OF CHICAGO

1957-58

1957

1957-58

THE UNIVERSITY OF CHICAGO

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

1957-58

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1990 12 13

Present: Mrs. J. Bishop (Chairman); Trustees Hicks, Lowe, Mulholland, R. Stewart and Cunningham.

Not

Present: Trustee Paquin.

Also

Present: Trustees Baskin, Clarke, Deans, Desmarais, Hill, Johnston, Kennedy, Korz, McWhinnie, Patenaude Barker, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Kawai (Superintendent of Information Management Services)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Curriculum)
S. Rogers (Assistant to the Secretary)

Mrs. Bishop called the meeting to order and expressed her appreciation for the opportunity to Chair the Personnel and Organization Committee. She encouraged the members to offer any suggestions or comments to enhance the conduct of the meetings for this Committee. Mrs. Bishop then called for confirmation of the minutes of the previous meeting.

Moved by Canon Rogers:

That the minutes of the 1990 11 08 meeting be approved as presented.
CARRIED

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

Report re Travel
Allowance Schedule

Mr. Sinclair reviewed the interim report with the members. In requesting approval of the recommendation, he emphasized that the key rationale for the proposed increase in the travel allowance would be the recent rise in the Transportation Index resulting from higher gasoline prices and car operating costs.

A comparison of travel allowance rates for area public institutions was also discussed. Mr. Sinclair noted that a committee comprising of some of the Board's senior officials was formed to conduct a comprehensive review of the present travel allowance schedule and the method of payment. He added that the travel allowance system itself has not been reviewed for some time now and there may be some areas requiring change.

Moved by Mrs. Hill:

That the following recommendations re the Annual Travel Allowances be approved:

(a) That the following be recognized as interim adjustments to the Travel Allowance Schedule:

(i) That the Travel Allowance Schedule be increased by 6%, effective 1990 09 01, at an estimated cost of \$16,000 per annum.

(ii) That the casual reimbursement rate be increased from 24.8 cents per kilometre (40 cents/mile) to 26.6 cents per kilometre (43 cents/mile) at an estimated cost of \$2,000 per annum, effective 1991 01 01.

In response to Mr. Stewart's query, Mr. Sinclair explained that the numbers reflected in the report were based originally on estimates provided at the time of developing the schedule years ago as to the expectation of the driving required in that position. He emphasized that a final report on the travel allowance is expected sometime in March, 1991.

Mr. Kennedy wondered if the Consultants' travel time was substantially decreased with the current family of schools organization.

With reference to Mr. Kennedy's comments, Miss Cunningham asked if there is a record-keeping system which reflects detailed information as to mileage. Mr. Sinclair responded that no such record exists as this is not a requirement of the Board; however, such a record may be of use for income tax purposes.

It was clarified for Mrs. Hill, that the results of the review and any changes required to the travel allowance schedule would cover all employees entitled to the travel allowance.

The motion was put to a vote and was CARRIED.

Report from the
Officials re "Career
Planning" (Affirmative
Action/Employment
Equity Committee)

Mrs. Bishop provided background information about the report.

Moved by Dr. Johnston:

That the following recommendation from the Report of the Officials re "Career Planning" (Affirmative Action/Employment Equity Committee) be approved:

(a) That the following sentence: "Improved postings, in terms of specific content and number of positions posted, are an important step in providing information to staff." be deleted from the Annual Status Report on the Affirmative Action Program. CARRIED

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Deans:

That the recommendations of the Director of Education be approved as presented.

Mr. Sinclair clarified for Mr. McWhinnie that the recommendations of the Director would not change the December, 1990 figures in the Staffing Report as the positions reflected are replacements arising from promotions or retirements. He emphasized that no new positions were added.

In response to Mr. Stewart's query on a recent Board advertisement for an Editor (Curriculum Department), Ms. Rappolt explained that the position is relevant to the Race Relations program and a requirement from the Ministry of Education in order for the Board to be eligible for a grant.

The motion was put to a vote and was CARRIED.

Staffing Report

With the members' agreement, this agenda item was dealt with prior to the Recommendations of the Director under General.

Mr. Sinclair reviewed the December report and said there was a variance in the preliminary data obtained for October, 1990 and the updated information is reflected in this report. He noted the "swing" of 9.468 positions shown by the December figures and provided the rationale for this.

Considering the increase in the teaching staff, Mr. Korz recalled that the actual number of students enrolled in the system was less than estimated as shown in the Staffing Report presented in the Fall.

Mr. McWhinnie said he has done his own interpretation of the Staff Report Summary to present the data in a different format. He then distributed a table called "Staffing Trend and Control Report" (attached) and reviewed this with the members. He underscored that this format is geared to address the concern of adding staff without looking at the significance of some of the decisions made. He added that adopting this format will not entail an additional workload. Mr. McWhinnie said his only concern would be the source of information as there may be some information missed through the course of data gathering. If this proposed format is adopted, Mr. McWhinnie suggested it may be worthwhile if the trustees received the report on a monthly basis to enable them to fully understand the changes taking place. He also noted that it would be appropriate for the Payroll Department to prepare this report rather than the Human Resources Department.

Moved by Mr. McWhinnie:

That each month the Personnel and Organization Committee receive a staffing report in a format similar to that presented which shows not only monthly figures for the current year, but prior year's statistics for full time equivalent, enrolment and total staff on payroll.

Mr. P. Kennedy supported the motion in light of the enrolment figures not being consistent with the forecast in both the elementary and secondary school panels.

Mr. Stockwell reminded the members that class sizes are negotiated with the Federations and that additional staff does not necessarily correlate with the classroom teachers. He cited that the Board did not have the lunchroom program back in 1984.

Mr. Sinclair clarified that most of the data required by the new format would be available; however, he felt that the officials should be given enough time to review this request to be able to come back with further information.

Moved by Mr. Stewart:

That the following motion be referred to the officials and that a report be brought back to the January, 1991 meeting of the Personnel and Organization Committee:

That each month the Personnel and Organization Committee receive a staffing report in a format similar to that presented which shows not only monthly figures for the current year, but prior year's statistics for full time equivalent, enrolment and total staff on payroll.

Trustees A. Stewart and Clarke expressed their support for the referral motion while Mrs. Lowe was not in favour of the referral as she considers it necessary to have a "running tally" on staffing information and suggested the decision be made this evening.

Mr. Sinclair explained for Mr. Korz that given the involvement from various areas of the system relative to the preparation of the proposed report, he would like to co-ordinate the responses and planning required with the other officials as there may be other ideas or suggestions worth considering.

Mrs. Deans favoured the referral motion and said she would be interested in knowing the pros and cons which may result from the proposed reporting system.

The referral motion was put to a vote and was CARRIED.

Responding to Mrs. Hill's question, Mr. Stockwell said that a freeze in hiring of educational assistants has been imposed by the Superintendents of Schools while the staff already in the system were reallocated depending on

students' needs. He noted that the hiring of additional educational assistants was required as a result of the growing number of special needs students; however, at the present time we are not adding any educational assistants.

Mr. R. Kennedy detailed for Mr. Mulholland the additional teaching staff required for the Secondary Composite and Vocational Schools and emphasized that the increase in the figures was dependant in part on the component staffing model adopted as well as the growth in the English as a Second Language program. Mr. Sinclair added that the arbitration case which occurred at the Secondary Composite level was another factor.

It was agreed:

That the Staff Report Summary be received for information.

Personnel Priority
Package

Mr. Rielly explained that this information package pertains to staffing requests which the officials present each year for trustees' consideration. In light of the budget constraints and the on-going review of the budget process, Mr. Rielly advised that the officials deemed it appropriate to defer the submission of this report to February, 1991. He expressed hope that senior management would be able to translate the overall global percentage increase given them by the trustees into the cuts that will be necessary relative to the proforma budget. He emphasized that it is the aim of the officials to provide the members with a more meaningful package.

As a result of current reorganization and transitions within the system, it was pointed out by Mr. Rielly that the need to create some new positions may exist. However, in considering this move, he assured the members that this will be addressed by looking closely at the priorities and the efficient redeployment of staff throughout the system rather than requesting additional staff.

It was agreed:

That the verbal report on the Personnel Priority Package be received for information.

Update - Unemployment
Insurance Bill
(requested by Canon
Rogers)

Mr. Sinclair discussed the report with the members, emphasizing the key implications of the amendments to the Board.

It was agreed:

That the Report re Bill C-21: Unemployment Insurance Act Amendments be received for information.

Assistant
Superintendent of
Program

Mr. Rielly recalled that last Summer there was a consensus to postpone filling the position left vacant as a result of the retirement of the former Assistant Superintendent of

Special Services. This would enable the new Superintendent of Program to conduct a comprehensive review of the Program Department and determine the appropriate organization set up within this department in meeting the requirements of the system. With only two people in place, i.e. the Superintendent of Program and the Assistant Superintendent of Curriculum to oversee the Program Department, it was deemed that such arrangement is inadequate to accommodate the needs of the system.

Mr. Skidmore expressed his appreciation for the initial stance of the Board with respect to the reorganization within his department. He then proceeded to discuss his report with the members. He provided background information on the series of events which occurred within his department and the need for reorganization to be able to function effectively and meet the mandate of the Program Department. As a result of the detailed four-month analysis undertaken, Mr. Skidmore underscored the key areas considered to justify reorganization into an integrated model for the Program Department: program accountability, personnel accountability and student assessment. As these areas need considerable co-ordination, Mr. Skidmore said the officials concluded that the present setup of two people managing the Program Department has proven to be inadequate to address the existing needs; hence, the recommendation to post and advertise the Position of Assistant Superintendent of Program (Services) was presented to the members. Mr. Skidmore then discussed the Role Description of the position.

The mandate of the Program Department in conjunction with the programs, services, initiatives and thrusts within the system which directly involve the department was discussed in detail by Mr. Skidmore. He also talked on the department's interaction with the various community organizations and associations relative to its curriculum and services role.

In the spirit of the present budget constraints which have become the focal point of discussions at recent meetings of the Board, Mr. Skidmore stated that it was the consensus of the officials to withdraw the recommendation at this time and wait until all the priorities, particularly on personnel/staffing, have been sorted out.

Mrs. Baskin said she was not aware of the previous agreement of not filling immediately the position of Assistant Superintendent of Special Services (now known as Assistant Superintendent of Program - Services). She expressed her disappointment with the officials' decision to withdraw the recommendation and felt this was inappropriate considering that Special Services is a key area given the number of students with special needs.

Moved by Mrs. Baskin:

That the Position of Assistant Superintendent of Program (Services) be posted and advertised immediately.

Mr. Rielly clarified for Mrs. Baskin that the officials were recommending the position not be filled at this time in light of the current issues with respect to the budget process system. He said senior management was given a target percentage increase of 6% at the recent meeting of the Committee to Study the Budget Review Process and the officials have to work around that figure. Given the sizeable decrease from last year's figure, it was the opinion of the officials that the organization may not be able to maintain its current operations in terms of staffing and program/service delivery. He emphasized that the officials wished to have enough time to consider this direction and then come back to the members with the appropriate information. In conclusion, Mr. Rielly said senior management would like to look at the whole budget package closely prior to bringing a recommendation for trustees' consideration.

Mrs. Baskin withdrew her motion. She stated she has always been supportive of the officials' recommendations in the past but could not extend her support at this time as she believes Special Education involves school children who need attention the most.

Mr. Mulholland acknowledged Mrs. Baskin's comments but advised that the trustees should exercise discretion in approving Board matters. He also expressed appreciation for the officials' views on the issue.

Moved by Mrs. Hill:

That the position of Assistant Superintendent of Program be included in the Personnel Priority Package to be presented at the February, 1991 meeting of the Personnel and Organization Committee.

It was clarified by Mr. Rielly that the previous position title of Assistant Superintendent of Special Services was changed to Assistant Superintendent of Program (Services) at the Board.

In response to Mrs. Hill's inquiry, Mr. Skidmore explained the responsibilities of the area co-ordinators as these relate with both Curriculum and Special Services.

The motion was put to a vote and was CARRIED.

Although the Program Department may have some difficulties meeting the requirements of the system with the current organization setup, Mr. Skidmore assured the members that no area would be neglected in terms of operations, and this would include Services which remains a high priority.

Special Assignment -
Human Resources
Department

Mr. Sinclair discussed the background information on the proposed position noting this is in line with the impending retirement of Mr. R. Kennedy, Assistant Superintendent of Staffing, in March, 1991.

In his discussion, Mr. Sinclair detailed the requirements of the position as well as the duties to be performed by the individual who will assume the job.

Moved by Mrs. Clarke:

That the position of Staffing Co-ordinator as a Special Assignment for a period of 18 months as an interim replacement for the Assistant Superintendent of Staffing be approved, effective 1991 01 01.

Mrs. Clarke acknowledged the importance of this area of responsibility within the system but her only concern is that the position would not be part of senior management.

Mrs. Lowe considered this a key position and, in spite of the decentralization going on, problems may arise in the absence of an individual to perform the co-ordinating aspect of this task; however, she could not endorse the recommendation in light of budget restraints throughout the system.

Mr. Sinclair emphasized that it is imperative the role be occupied considering its impact on the school system. He recalled that Messrs. Stockwell and Rothwell performed the same duties in the past. Mr. Sinclair added that difficulties could arise if all decision-making as to staffing would be done at the school level in the absence of a central staffing co-ordinator.

In reply to Mrs. Lowe's question, Mr. Sinclair explained that since this recommendation involves an internal appointment, whoever is appointed will bring the same earnings to the position.

Responding to Mr. Stewart's query, Mr. Sinclair said the interim period of 18 months is correlated with the Collective Agreements. Also, this would allow for the learning process of the appointed staff as well as facilitate the review of the existing staffing process.

Moved by Mr. Stewart:

That the position of Staffing Co-ordinator (Special Assignment) be included in the Personnel Priority Package to be presented at the February, 1991 meeting of the Personnel and Organization Committee.

Mr. Rielly informed the members that Mr. R. Kennedy will be taking his holidays and the person filling the position should be able to work with Mr. Kennedy for at least a month to be familiar with the staffing operation.

In response to Mr. Stewart's concerns about the part of the job of attending to the early hiring of teaching staff, Mr. Rielly clarified that Mr. Kennedy has done the major work on this.

Mr. Sinclair stressed that the officials do not intend to fill the position from outside applicants as it was felt there are people from within the system who are qualified to assume the position.

Ms. Stewart expressed hope that in light of decentralization within the organization, the decision would be in line with the redeployment thrust. She added that the factors raised at the Affirmative Action/Employment Equity and Race Relations committees should be taken into consideration as well relative to the filling of this position.

Mr. Stockwell recalled for the members his previous work experience with staffing for this Board and confirmed the tremendous job of co-ordinating the staffing within the system, particularly the liaison among the Superintendents of Schools, the concerns about managing the human resources and keeping stock of the staff complement. He felt there is real need for someone to co-ordinate all these activities.

Miss Cunningham supported the referral motion and was concerned to see the recommendation as an added item. She reminded the officials of a previous agreement to bring recommendations to the Board within a reasonable period of time in order to give the members enough time for consideration and decision.

Mr. Sinclair clarified for Mr. P. Kennedy that the rationale behind the interim period reflected in the recommendation was to have an open mind as to the probable changes occurring within the span of 18 months as authority cannot be simply turned over to different areas of the system. He stressed the need for a high level of co-ordination, particularly at the schools.

Mr. P. Kennedy commented that in spite of reorganization, the person assuming the position will have to be a resource person to the Salary Committee; therefore, this person has to have that expertise.

Mr. Sinclair explained that the supervisory tasks which Mr. R. Kennedy is performing, e.g. co-ordinating with Collective Bargaining, negotiations with the Federations, etc. would be assigned to other supervisory personnel.

Mr. P. Kennedy expressed his reservation that the Salary Committee may end up dealing with various individuals with this arrangement. He supported the referral motion.

Mr. Hicks expressed his support for the referral motion and said that is the perfect time to determine the true

meaning of reorganization by taking a closer look at the functions encompassed by this position.

Replying to Mr. Mulholland's question, Mr. Sinclair stated that filling this position is management's prerogative and not subject to the negotiations with the Federations.

Dr. Johnston spoke in favour of the referral motion and remarked that he did not think the eight weeks delay in the Board's decision would provide considerable problems for the system.

The referral motion was put to a vote and was CARRIED.

Report of the
Affirmative Action/
Employment Equity
Committee

Mr. Sinclair explained the report. He highlighted that the policy incorporated the Board's strategies in meeting the requirements of the Ministry of Education relative to the Affirmative Action Program. He added that targets were set in promoting fairness across the system as well as measures pertaining to the employment and promotion of women to positions of added responsibility. In conclusion, Mr. Sinclair stated that the Board is prepared to submit its Affirmative Action/Employment Equity Policy to the Ministry of Education and be able to signify that this Board is open to the suggestions made by the Ministry.

Miss Cunningham commended the participation from the various areas of the organization in developing the Policy.

In reply to a question by Miss Cunningham, Mr. Sinclair said the Board's solicitors expressed concern that the Policy does not "go far enough" in terms of describing the women as a targeted group and that the Board has established and stated its stance more towards equal employment opportunities.

Miss Cunningham recalled that it was emphasized at the meetings of the Affirmative Action/Employment Equity Committee that the emphasis would be for the benefit of the women.

Moved by Mrs. Deans:

That the following report of the Affirmative Action/Employment Equity Committee be approved:

That the Affirmative Action/Employment Equity Policy be approved for implementation by this Board and submission to the Ministry.

Ms. Stewart commended the report and appreciated the opportunity of serving on the Affirmative Action/Employment Equity Committee. She added this was one of the best committees she had participated in. Ms. Stewart also mentioned that a recent coverage by The Spectator on Affirmative Action affirmed the significance

of the program in the school system as well as the work place.

Mr. Korz did not support the motion and expressed concerns in terms of the established target relating to group representations in the hiring system. He believed that the basis should be upon merits, e.g. qualifications, and not on preference to a particular group. He requested a recorded vote on the motion.

A recorded vote was taken and the motion was CARRIED with Trustees Baskin, A. Stewart, Mulholland, Rogers, Deans, Lowe, Kennedy, Clarke, Patenaude Barker, Desmarais, Hill, Johnston, Hicks, Cunningham in favour and Mr. Korz opposed.

Administrative Staff Salaries

At an in-camera session following the public meeting, the following action resulted:

Moved by Mrs. Baskin:

That the following salary increases and benefit improvements for Administrative Employees (Grades 2-17), rates of pay for Lunchroom and Bus Supervisors, Cafeteria Supervisors, Continuing Education Programs and Music Instructors be approved:

(a) (i) That effective 1990 09 01, Administrative Employees (Grades 2-17) be granted the following across-the-board annual salary increases:

Grade Level	Annual Increase
-----	-----
2	\$ 1,300
3	1,325
4	1,375
5	1,425
6	1,525
7	1,625
8	1,750
9	1,900
10	2,125
11	2,275
12	2,525
13	2,825
14	3,000
15	3,350
16	3,725
17	3,950

(ii) That the across-the-board increases would change the projected Internal Equity Pay Schedule for 1992 01 01 as follows:

Grades	Year 0	Year 1	Year 2	Year 3	Year 4
2	\$22,922	\$23,722	\$24,522	\$25,322	
3	23,476	24,276	25,076	25,876	

<u>Grades</u>	<u>Year 0</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
4	24,303	25,103	25,903	26,703	
5	25,147	25,947	26,747	27,547	
6	26,977	27,877	28,777	29,677	
7	28,842	29,742	30,642	31,542	
8	30,732	31,632	32,532	33,432	
9	33,618	34,518	35,418	36,318	
10	37,478	38,378	39,278	40,178	
11	40,282	41,282	42,282	43,282	44,282
12	44,521	45,521	46,521	47,521	48,521
13	49,834	50,834	51,834	52,834	53,834
14	53,003	54,503	56,003	57,503	59,003
15	59,354	60,854	62,354	63,854	65,354
16	65,730	67,230	68,730	70,230	71,730
17	69,962	71,462	72,962	74,462	75,962

(b) BENEFIT IMPROVEMENTS:

(i) That effective 1991 01 01, Vision Care under the Extended Health Plan to be increased to \$165.00 every two years.

(ii) That effective 1991 01 01, the following improvements to the Dental Plan be improved:

.The present Dental Plan shall reimburse a claimant the cost of insured services based on the 1990 O.D.A. rate schedule.

.Major Restorative benefits be implemented to provide a 60% reimbursement level (based on the 1990 O.D.A. rate schedule) with benefits limited to \$2,000 per person per policy year. The Board to contribute 50% of the premium cost for major restorative benefits and the employee to pay the remainder of the premium cost through payroll deduction.

.Orthodontic Services be implemented to provide a 50% reimbursement level (based on the 1990 O.D.A. rate schedule) with benefits limited to a lifetime maximum of \$2,000 per person.

Coverage shall include the employee and each eligible dependent. The Board to contribute 50% of the premium cost and the employee to pay the remainder of the premium cost through payroll deduction.

(iii) Spousal Benefits - Coverage shall remain in effect for a maximum of 2 years for the date of death of the deceased employee. Coverage shall be cancelled the first day of the month following the spouse's 65th birthday or upon remarriage.

(iv) Effective the 1991 vacation year, all employees who have attained seventeen (17) years' service with the Board prior to September 1 in any year shall be entitled to five (5) weeks' vacation with pay, prorated for a ten month employment year.

(v) That the present UIC Sub Plan be up-dated for the 1990-91 school year.

(c) That effective 1991 01 01, Lunchroom and Bus Supervisors receive a pay increase of 60 cents per hour to produce the following hourly rates of pay:

Year 0	Year 1	Year 2	Year 3
-----	-----	-----	-----
\$ 12.20	\$ 12.40	\$ 12.60	\$ 12.80

(d) That effective 1991 01 01, Cafeteria Supervisors receive a pay increase of 50 cents per hour to produce the following hourly rate of pay:

\$ 10.50 per hour

(e) (i) That Continuing Education Instructors (certificated) teaching Adult Basic Education and E.A.S.L. non credit courses be paid \$30.58 per hour effective 1990 09 01.

(ii) That Continuing Education Instructors (certificated) employed in the following programmes be paid \$25.18 per hour effective 1990 09 01:

Evening School (General Interest)
Adult Day School (General Interest)
Heritage Language

(iii) That Continuing Education Instructors (non-certificated) employed in the following programmes be paid \$22.03 per hour effective 1990 09 01:

Evening School (General Interest)
Adult Day School (General Interest)
Heritage Language
E.A.S.L. (non-credit)

(f) That the following improvements to the present benefit package be approved for those instructors in Adult Basic Education and E.A.S.L. (non-credit) who are regularly employed for 25 hours per week or more:

(i) That effective 1991 01 01 the Vision Care coverage under the present Extended Health Plan be increased to \$165.00 every 2 years.

(ii) The present Dental Plan shall reimburse a claimant the cost of insured services based on the 1990 O.D.A. rate schedule.

(iii) Major Restorative benefits will be implemented which provide a 60% reimbursement level (based on the 1990 O.D.A. rate schedule) with benefits limited to \$2,000 per person per policy year. The Board shall contribute 50% of the premium cost for major restorative benefits and

the employee will pay the remainder of the premium cost through payroll deduction.

(iv) Orthodontic Services will be implemented which provide a 50% reimbursement level (based on the 1990 O.D.A. rate schedule) with benefits limited to a lifetime maximum of \$2,000 per person. Coverage shall include the employee and each eligible dependent. The Board shall contribute 50% of the premium cost and the employee will pay the remainder of the premium cost through payroll deduction.

CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of
the Director of
Education

Mrs. Bishop clarified with the members that Clause (a) (i) under Promotions should be an extension of an appointment and not a promotion.

Mr. R. Kennedy explained the rationale behind Clause (a) (ii) under Promotions, pertaining to the Replacement positions.

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented.

Mr. R. Kennedy explained for Mrs. Hill the process of bringing to the Board probationary teaching staff appointments, emphasizing that some positions, e. g. in the secondary level, were reported vacant due to retirements and/or resignations but no hiring was done at that time and now there is a need to fill them and bring these positions to the Board. The Staffing Report deals with positions only and not the people to fill them. Due to retirements in December, we must hire replacements. He further clarified that the growth of the English as a Second Language program provided a significant change to the teaching staff requirement.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

STAFFING TREND AND CONTROL REPORT

December 31 Actual

Budget
1990

	493.54	493.54	493.54	493.54	493.54
	75.67	75.67	75.67	75.67	75.67
Administrative and Support Staff					
Co-ordinators/Consultants					
Teachers - Elementary at school location					
- Elementary not at school location					
- Sec. Composite					
- Sec. Vocational					
- Sec. Vanier					
- Elementary TR					
- Secondary TR					
Lunchroom - Elementary					
- Secondary					
- Vocational					
Bus Supervisors					
Lunchroom Assistants					
Educational Assistants					
Caretakers/Maintenance/Warehouse (incl. asbestos)					
Cleaners/Cooks					
Staff on loan - Teachers					
- Consultants					
- Clerical					
Full Time Equivalent					
Enrollment					
Payroll Cheques Prepared					



ACCOPRESS®



25170	YELLOW/JAUNE	BYS2507
25171	BLACK/NOIR	BGS2507
25172	BLUE/BLEU	BUS2507
25173	R. BLUE/BLEU R.	BBS2507
25175	GREEN/VERT	BPS2507
25178	RED/ROUGE	BFS2507
25179	X. RED/ROUGE X.	BXS2507

MADE IN CANADA BY/FABRIQUÉ AU CANADA PAR

ACCO CANADIAN COMPANY LIMITED
COMPAGNIE CANADIENNE ACCO LIMITÉE
TORONTO CANADA

HAMILTON PUBLIC LIBRARY



3 2022 21336044 5